



BADGE

Balanced Approach Data
Gathering Environment

Direct Care Module
Manual

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Key/Legend






The BADGE application and the manuals use various styles and icons. Below are their explanations. The **BADGE Application** covers all BADGE modules while the **BADGE Module** covers this specific module.

Individual users may not have read or write privileges for every module; therefore, you may not be able to add, edit, or delete certain information in BADGE.

BADGE Application

Style/Symbol	Meaning
 Calendar Screen Icon	In order to select a date, click the Calendar Screen Icon and select the date.
 Printer Icon	In order to print a report or document, click the Printer Icon in the <u>Report Viewer</u> screen.
 Save Icon	In order to export and save a document, (i) click the Save Icon , and a drop-down menu will appear, (ii) select the format for the document, (iii) select the location of where you would like to save the document, and (iv) click the Save button.
 Scroll Bar	A Scroll Bar allows the user to move the window viewing area up, down, left, or right. The Scroll Bar can be vertical or horizontal and is commonly located on the far right or bottom of the window.
 Next Page Button	In order to go to the next page of a report, click the Next Page button.
 Magnifying Glass	Click the magnifying glass to expand a comment/textbox.

BADGE Manuals

Style/Symbol	Meaning
Bolded	Name of a function, key, button, or option.
Hyperlink	Press the Ctrl key and click the hyperlink in order to be transferred to another document or a specific topic within the same document for more information.
<i>Italicized</i>	Name of a tab.
 Notepad Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.
 Reference Bullet	Refer to another page or resource for additional information.
	Denotes mandatory admission fields.
<u><i>Underlined and Italicized</i></u>	Name of a screen.
	Move selected.
	Move all.

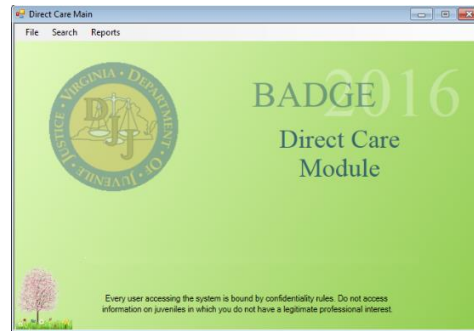
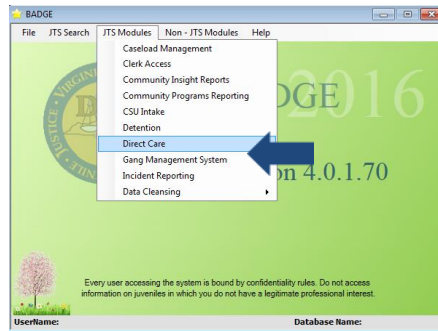
The BADGE manuals are instructional guides for users to understand how to use BADGE. The BADGE manuals will apply the same formatting but individual information. This manual addresses the BADGE Direct Care module.

Updates to the manuals are made frequently and uploaded to DJJ's website without any notification. For this reason, it is recommended that you access the manuals solely through the website instead of downloading and printing them to ensure that you have the most up-to-date version.

Direct Care Module

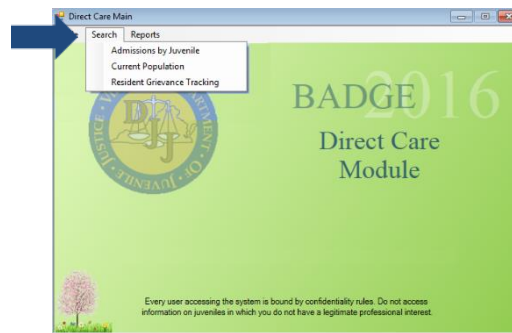
From the *BADGE* home screen:

1. (i) Click the **JTS Modules** menu, (ii) select the **Direct Care** option from the drop-down menu, and the *Direct Care Main* screen will appear.



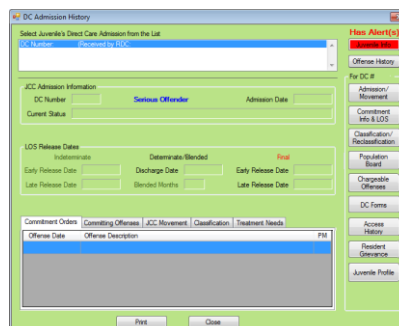
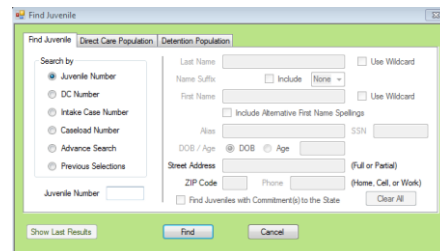
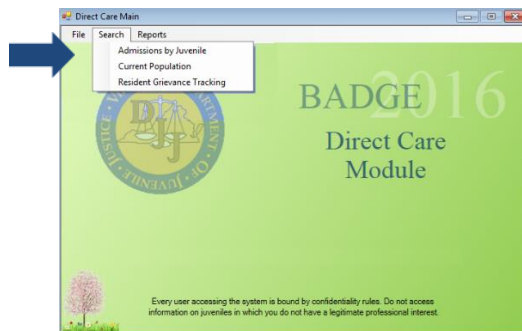
Search

There are various methods to search for an existing juvenile in Direct Care. From the *Direct Care Main* screen, (i) click the **Search** menu and (ii) select the search option.



1. Admissions by Juvenile

- a. Select the **Admissions by Juvenile** option from the drop-down menu and the *Find Juvenile* screen will appear. This screen consists of multiple juvenile search options.
 - i. (i) Search for a juvenile, (ii) click the **Find** button, and the *Search Results* screen will appear, (iii) select the juvenile's name, and the row will be highlighted in *blue*, (iv) click the **Select** button, and the *DC Admission History* screen will appear.

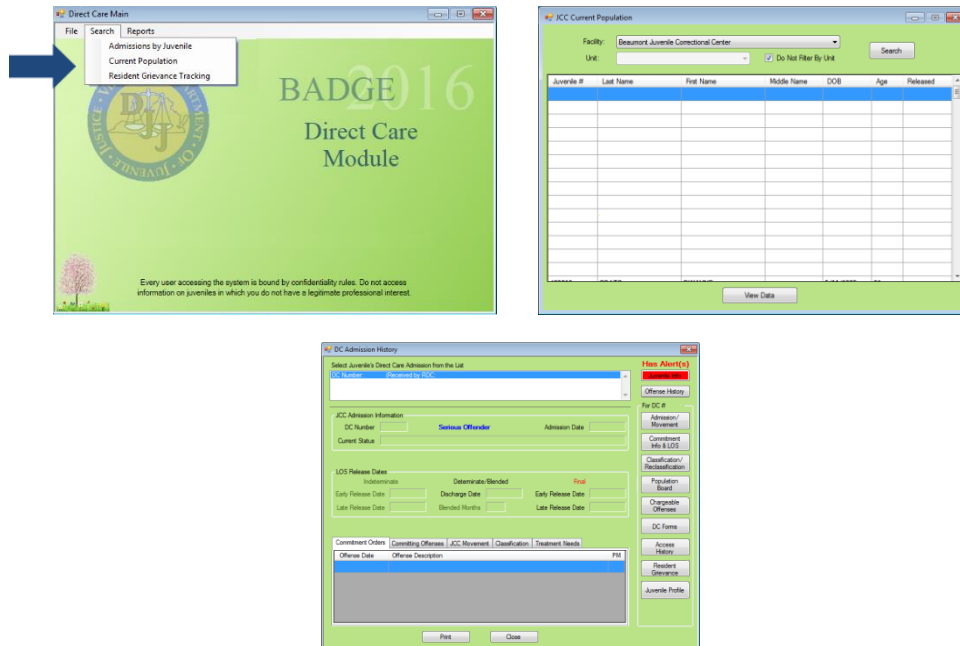


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- Refer to the [Login & Search User Manual](#) for instructions on how to navigate the *Find Juvenile* screen.
- Refer to the [DC Admission History](#) section for instructions on how to navigate the *DC Admission History* screen.

2. Current Population

- (i) Select the **Current Population** option from the drop-down menu, and the *JCC Current Population* screen will appear, and (ii) select the **Facility** from the drop-down menu. The **Do Not Filter by Unit** checkbox will be selected automatically. If you would like to filter the results by a specific unit, uncheck this checkbox, and select a **Unit** from the drop-down menu. (iii) Click the **Search** button and the search results will appear, (iv) select the juvenile's name, and the row will be highlighted in *blue*, (v) click the **View Data** button, and the *DC Admission History* screen will appear.



- Refer to the [DC Admission History](#) section for instructions on how to navigate the *DC Admission History* screen.

3. Resident Grievance Tracking

- (i) Select the **Resident Grievance Tracking** option from the drop-down menu, and the *Resident Grievance Tracking* screen will appear, (ii) select a juvenile from the list, and the row will be highlighted in *blue*, (iii) click the **View/Edit** button, and the *Resident Grievance* screen will appear.



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i. Close Button

1. Click the **Close** button and you will return to the Direct Care Main screen.

ii. Refresh Button

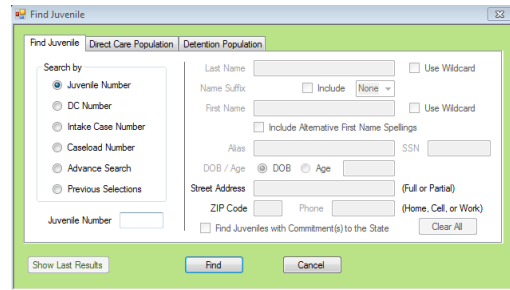
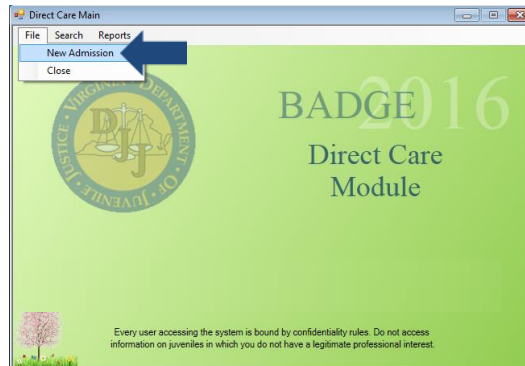
1. Click the **Refresh** button to ensure the most current information is being displayed.

Refer to the [Resident Grievance](#) section for instructions on how to navigate the Resident Grievance screen.

Adding a New Admission

To add a new Direct Care admission:

1. From the Direct Care Main screen, (i) click the **File** menu, (ii) select the **New Admission** option from the drop-down menu, and the Find Juvenile screen will appear.



Refer to the [Login & Search User Manual](#) for instructions on how to search for a juvenile.

2. Add New Direct Care Admission Screen

From the Add New Direct Care Admission screen you can access the juvenile's general information, previous Direct Care admissions (if applicable), and information for a new Direct Care admission.

The **Juvenile Information** at the top of the screen cannot be edited from the Add New Direct Care Admission screen.

a. Show Juvenile's Information Button

ii. Click the **Show Juvenile's Information** button and the Juvenile Information screen will appear.

Refer to the [Juvenile & Adult Information Screens User Manual](#) for instructions on how to navigate the Juvenile Information screen.

b. Show DC Admission(s) Information Button


i. Click the **Show DC Admission(s) Information** button and the DC Admission History screen will appear.

Refer to the [DC Admission History](#) section for instructions on how to navigate the DC Admission History screen.

c. Select the (i) **Admitting Facility**, (ii) **Prior Facility**, and (iii) **Supervisory Court FIPS** from the drop-down menus. The **Admission Date** will auto-populate to the current date. If you would like to change the date, select the **Admission Date** from the calendar screen. The **Admission Time** will auto-populate to midnight. If you would like to change the time, highlight the hour, minutes, or seconds fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minutes, or seconds fields and type in the

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new time. If the juvenile has a detainer, click the **Detainer?* checkbox**. If the juvenile is eligible for good time credit, click the **Eligible for Good Time Credit?* checkbox**. (iv) Click the **Save** button and the DC Admission History screen will appear.

 Refer to the [DC Admission History](#) section for instructions on how to navigate the DC Admission History screen.

d. Close Button

- i. Click the **Close** button and you will return to the Direct Care Main screen.


DC Admission History Screen

From the DC Admission History screen, you can access the juveniles Direct Care admission, JCC admission information, and LOS release dates.

The DC Admission History screen also displays five tabs with additional juvenile Direct Care information, such as *Commitment Orders*, *Committing Offenses*, *JCC Movement*, *Classification*, and *Treatment Needs*.

On the right margin of the DC Admission History screen, there are accessible buttons.

[Admission/Movement](#) | [Commitment Info & LOS](#) | [Classification/Reclassification](#) | [Population Board](#) | [Chargeable Offenses](#) | [DC Forms](#) | [Access History](#) | [Resident Grievance](#) | [Juvenile Profile](#)

 The **JCC Admission Information** and **LOS Release Dates** information cannot be edited from the DC Admission History screen.

- a. Select the juveniles Direct Care Admission from the list. If the juvenile has multiple Direct Care admissions, select the Direct Care admission that you want to view from the list. The list will show the juvenile's DC number, received by RDC date, and released date information (if applicable). The information listed under the **JCC Admission Information** and **LOS Release Dates** sections will change depending on the selected Direct Care admission.

i. Commitment Orders Tab

1. This tab lists the juvenile's commitment date, committing FIPS, commitment type, and court type information.

ii. **Committing Offenses Tab**

1. This tab lists the juvenile's offense date, offense description, and penalty modifier information.

The screenshot shows the 'DC Admission History' window with the 'Committing Offenses' tab selected. The table has columns for 'Offense Date', 'Offense Description', and 'Penalty'. A blue arrow points to the 'Offense Description' column.

iii. **JCC Movement Tab**

1. This tab lists the juvenile's facility, date in, date out (if applicable), and latest housing unit information.

The screenshot shows the 'DC Admission History' window with the 'JCC Movement' tab selected. The table has columns for 'Facility', 'Date In', 'Date Out', and 'Latest Unit'. A blue arrow points to the 'Facility' column.


iv. **Classification Tab**

1. This tab lists the juvenile's classification type, classification score, classification level, and assessment date information.

The screenshot shows the 'DC Admission History' window with the 'Classification' tab selected. The table has columns for 'Classification Type', 'Classification Score', 'Classification Level', and 'Assessment Date'. A blue arrow points to the 'Classification Type' column.

v. **Treatment Needs Tab**

1. This tab will list the juvenile's sex offender, substance abuse, and aggression management treatment information (if applicable), such as their treatment need(s), date started, date completed, and the name of the user who input the information.

 Refer to the [Caseload Management Module](#) for more information on the *Treatment Needs* tab.

The screenshot shows the 'DC Admission History' window with the 'Treatment Needs' tab selected. The table has columns for 'Treatment Need', 'Date Started', 'Date Completed', and 'User'. A blue arrow points to the 'Treatment Need' column.

b. **Print Button**

- i. The **Direct Care Admission History Report** lists the JCC admission information, LOS release dates, sex offender, substance abuse, and aggression management treatment (if applicable), commitment order(s), committing offense(s), classification(s), and movement(s). Click the **Print** button and the completed report will appear.

a. **Close Button**

- i. Click the **Close** button and you will return to the Direct Care Main screen.


a. **Juvenile Info Button**

- i. Click the **Juvenile Info** button and the Juvenile Information screen will appear.

 Refer to the [Juvenile & Adult Information Screens User Manual](#) for instructions on how to navigate the Juvenile Information screen.

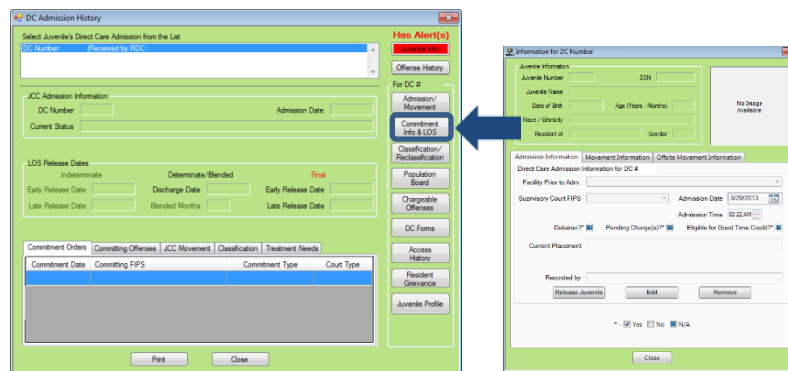
a. **Offense History Button**

- i. Click the **Offense History** button and the Offense History screen will appear.

 Refer to the [Offense History Screen User Manual](#) for instruction on how to navigate the Offense History screen.

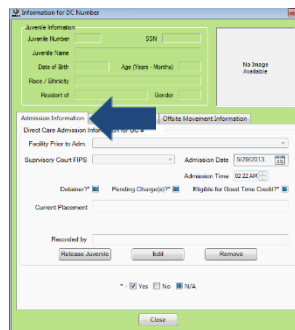
Admission/Movement Button

From the Information for DC Number screen, you can access the *Admission Information*, *Movement Information*, and *Offsite Movement Information* tabs.



1. Admission Information Tab


- a. This tab consists of the juvenile's Direct Care admission information.



- i. The **Facility Prior to Adm.**, **Supervisory Court FIPS**, **Admission Date**, **Admission Time**, **Detainer?***, **Pending Charge(s)?***, **Eligible for Good Time Credit?***, **Current Placement**, and **Recorded by** information will auto-populate.

ii. **Release Juvenile Button**

- a. (i) Click the **Release Juvenile** button, select the (ii) **Release Status** from the drop-down menu, (iii) **Discharge Date** from the calendar screen, and (iv) **FIPS Release to** from the drop-down menu. The **Discharge Time** will auto-populate to 12:00 AM. If you would like to change the time, highlight the hours or minutes fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minutes, or seconds fields and type in the new time. The **Recorded by** textbox will

 The **Juvenile Information** at the top of the screen cannot be edited from the Information for DC Number screen.

 Refer to the **Release Juvenile** button when the juvenile is being released from Direct Care.

auto-populate the name of the user entering the information and (vi) click the **Save** button.

iii. **Edit Button**

- a. (i) Click the **Edit** button, select the (ii) **Facility Prior to Adm.** and (iii) **Supervisory Court FIPS** from the drop-down menus, (iv) select the **Admission Date** from the calendar screen, and (v) enter the **Admission Time** into the time table. If the juvenile has a detainer, click the **Detainer? *** checkbox. If the juvenile has pending charge(s), click the **Pending Charge(s)? *** checkbox. If the juvenile is eligible for good time credit, click the **Eligible for Good Time Credit? *** checkbox. Select the (vi) **Release Status** from the drop-down menu, (vii) **Discharge Date** from the calendar screen, (viii) **FIPS Release to** from the drop-down menu, and (ix) **Discharge Time** from the time table, the **Recorded by** textbox will auto-populate the name of the user entering the information, and (x) click the **Save** button.

iv. **Remove Button**

- a. Click the **Remove** button and the juveniles Direct Care admission will be removed and you will return to the Direct Care Main screen.

2. **Movement Information Tab**

- a. This tab lists the juvenile's movement information, such as the facility, date arrived, date transferred, and housing unit movement.

i. **Edit Button**

1. (i) Click the **Edit** button, select the (ii) **Transferred to** from the drop-down menu, (iii) **Date Transferred** from the calendar screen, and (iv) **Time Transferred** from the time table, the **Recorded by** textbox will auto-populate the name of the user entering the information, and (iv) click the **Save** button.

ii. **Remove Button**

1. Click the **Remove** button and the most recent transfer information will be deleted.

iii. **Housing Unit Movement Information Section**

1. **Add Button**

- a. (i) Click the **Add** button, and the **Housing Unit** field will become accessible, select the (ii) **Housing Unit** from the drop-down menu, and (iii) **Date Moved In** from the calendar screen. The **Time Moved In** will auto-populate to midnight. If you would like to change the time, highlight the hours or minutes fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minutes, or seconds fields and type in the new time.

Before you can delete a facility from the movement record, you must first delete all associated housing units.

A movement record cannot be edited or deleted after a juvenile has been released from Direct Care.

Facility housing units will expand and collapse based on selection.

2. **Remove Button**

- a. Click the **Remove** button and the most recent housing unit movement information will be deleted.

3. **Offsite Movement Information Tab**

- a. This tab lists the juvenile's offsite movement information, such as moved out date, moved out reason, moved in date, and facility information.

i. **Add Button**

1. (i) Click the **Add** button, select the (ii) **Date Moved Out** from the calendar screen, (iii) **Time** from the time table, (iv) **Offsite Movement Reason** from the drop-down menu, (v) **Date Moved In** from the calendar screen, and (vi) **Time** from the time table.
2. If "Educational Program" or "Work Program" are selected for **Offsite Movement Reason**, the **Approval Start Date** and **Approval End Date** fields will become accessible. Select the (i) **Approval Start Date** and (ii) **Approval End Date** from the calendar screens.
3. The **Facility (Based on Movement)** and **Recorded by** fields will auto-populate.
4. Click the **Save** button.

ii. **Edit Button**

1. (i) Select an offsite movement, and the row will be highlighted in **blue**, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

iii. **Remove Button**

1. (i) Select an entry, and the row will be highlighted in **blue**, and (ii) click the **Remove** button.

4. **Close Button**

- a. Click the **Close** button and you will return to the DC Admission History screen.

Commitment Info & LOS Button

From the Commitment Orders screen, you can access/enter information about the juvenile's commitment, such as the commitment date, commitment type, committing offense, and LOS.

The Commitment Orders screen consists of the *Commitment Order* and *LOS Calculations* tabs.

1. Commitment Order Tab

- a. When the Commitment Orders screen opens, the *Commitment Order* tab will be displayed. This tab lists the juvenile's commit number, court FIP's, the date the papers were received, and consists of the *Details* and *Committing Offense* tabs.

i. Details Tab

1. This tab lists the commitment date, court location, date the commitment papers were received, commitment type, blended months (if applicable), court type, and determinate information (if applicable).

The commitment order date must be before the date the juvenile was received at RDC.

a. Add Button

- i. (i) Click the **Add** button, select the (ii) **Commitment Date** from the calendar screen, (iii) **Court** from the drop-down menu, (iv) **Papers Recd** date from the calendar screen, and (v) **Commitment Type** from the drop-down menu. If **Blended Sentence** is selected for **Commitment Type**, enter the number of months in the **Blended Months** field. (vi) Select the **Court Type** from the drop-down menu, and (vii) click the **Save** button.

The **View** button allows you to access the comment textbox in a larger screen.

1. If **Blended Sentence**, **Determinate Commitment**, or **Subsequent Determinate** is selected for **Commitment Type**, the **Determinate Information** fields will become accessible. Enter the commitment (i) **Length Months** and (ii) **Days**, (iii) **Suspended Months**, (iv) **Credit Days**, and (v) **Administrative Time** into the textboxes, select the (vi) **Time To Be Served** and (vii) **Sentenced only to the day before X Birthday** from the drop-down menus, the **Determinate Discharge Date** will auto-populate, (viii) enter important information into the **Comment** textbox, and (ix) click the **Save** button.

b. Edit Button

- i. (i) Select a commitment entry, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

c. Delete Button

- i. (i) Select a commitment entry, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

ii. Committing Offense Tab


1. This tab lists the offense date, VCC description, if the offense is pending, penalty modifier, LOS tier, and non-intake reason information (if applicable).

The screenshot shows the 'Commitment Orders' window. The top section is the 'Commitment Order List' with columns: Commit #, Cost Type, and Payers Received. Below this is the 'Commitment Order Details' window, which has tabs for 'Details' and 'Committing Offense'. The 'Details' tab is active, showing a table with columns: Offense Date, VCC Code/Description, Pending, Pl, LOS Year, and Non Strike Reason. A blue arrow points to the 'Committing Offense' tab.

a. **Edit Button**

- i. Click the **Edit** button and the fields at the bottom of the screen will become accessible.
- ii. **Add Intake Offenses Button**
 1. (i) Click the **Add Intake Offenses** button, and the Offense History screen will appear, (ii) enter the appropriate information, and click the (iii) **Save** button and (iv) **Close** button to return to the Committing Offense tab on the Commitment Orders screen.

The screenshot shows the 'Offense History' application window. The title bar reads 'Offense History'. The main area contains a table with the following columns: 'Offense', 'Date', 'Location', and 'Status'. The table is currently empty. Below the table, there are input fields for 'Offense', 'Date', 'Location', and 'Status'. There are also buttons for 'Add', 'Edit', 'Delete', and 'Reset'. At the bottom, there is a checkbox labeled 'Display table to record offenses in drop down'.

 Refer to [Offense History Screen User Manual](#) for instructions on how to navigate the *Offense History* screen.


iii. Add Non-Intake Offenses Button

Non CSU Intake Offenses

Offense Date :

Reason offense was not recorded in CSU Intake:

VCC Code/Description: [VCC Code Search](#)

 Click the **Find** button if you would like to search for an offense without entering any information into the search fields.

1. (i) Click the **Add Non-Intake Offenses** button, and the **Non-CSU Intake Offenses** screen will appear, select the (ii) **Offense Date** from the calendar screen, and (iii) **Reason offense was not recorded in CSU Intake** from the drop-down menu. (iv) Click the **VCC Search** button, and the **VCC Search** screen will appear. You can search for an offense by **Statute, VCC, Heading, Sub-Heading, or Description**. The **Use wild card search** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this checkbox. (v) Click the **Find** button and a list of VCC's and Offense Descriptions will be generated which meet the search criteria. (vi) Select a **VCC**, and the row will be highlighted in **blue**, (vii) click the **Ok** button, and you will return to the **Non-CSU Intake Offenses** screen, and the selected information will auto-populate into the **VCC/Description** field.

2. (i) Click the **Accept** button, and you will return to the *Committing Offense* tab, and (ii) click the **Save** button.

2. LOS Calculations Tab

- a. This tab lists the LOS calculation date, YASI risk level, date the YASI was administered, most serious offense tier, LOS min-max, admin time (months), early release date, late release date, statutory release date, and misdemeanor release date information.

The **LOS Calculations** tab will only be accessible if the juvenile has an indeterminate commitment.

The **YASI Information, Most Serious Offense Tier, LOS (Months), and Release Dates** fields will auto-populate if applicable.

i. Add Button

1. (i) Click the **Add** button, the **Date Administered, Completed by FIPS, Risk Level, Overall Risk Score, Dynamic Protective Score, Dynamic Risk Score, Most Serious Offense Tier, LOS (Months) Early Release Date, Late Release Date, Statutory, and Misdemeanant** fields will be inaccessible, the **Admin Time (Months)** and **Lock-up Days** fields, **Special Decision Case** checkbox, and **Notes** textbox will become accessible. Enter in the (ii) **Admin Time (Months)** and (iii) **Lock-up Days** (if applicable) into the textboxes. If the commitment is a special decision case, click the **Special Decision Case** checkbox. (iv) Type any information about the LOS into the **Notes** textbox, (v) click the **Calculate LOS** button, and the LOS Calculation screen will appear, (vi) click the **OK** button, and you will return to the *LOS Calculations* tab, the juvenile information will auto-populate into the **Date Administered, Completed by FIPS, Risk Level, Overall Risk Score, Dynamic Protective Score, Dynamic Risk Score, Most Serious Offense Tier, LOS (Months) Early Release Date, Late Release Date, Statutory, and Misdemeanant** fields, and (vii) click the **Save** button.

ii. Edit Button

1. (i) Select an LOS calculation entry, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

iii. Delete Button

1. (i) Select an LOS calculation entry, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

The **View** button allows you to access the juvenile's information in a larger textbox.

Classification/Reclassification Button

From the Custody Classification for Juvenile screen, you can access the juveniles review type, classification type, assessment date, custody level recommended, and the override custody level.

If a classification has not been completed for the juvenile, the Custody Classification for Juvenile screen will consist of the *Classification, Special Management Concerns, and Custody Level Override* tabs. If the juvenile has had a classification, the Custody Classification for Juvenile screen

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will consists of the *Reclassification*, *Special Management Concerns*, *Placement Consideration*, and *Custody Level Override* tabs.

The juvenile must have a committing offense in order to access the **Classification/Reclassification** Button.

1. Class Worksheet Button

- The **INITIAL CUSTODY DESIGNATION FORM** lists the juvenile's demographic data, classification scoring, and placement considerations for the initial classification. Click the **Class Worksheet** button and the worksheet will appear.

2. Reclass Worksheet Button

- The **CUSTODY RECLASSIFICATION FORM** lists the juveniles demographic data, classification scoring, and placement considerations for the reclassification. Click the **Reclass Worksheet** button and the worksheet will appear.

3. Add Classification Button

- Click the **Add Classification** button to add an initial classification, and the fields in the *Classification*, *Special Management Concerns*, and *Custody Level Override* tabs will become accessible.
 - Classification Tab**

- Select the (i) **Assessment Date** from the calendar screen and (ii) **Facility** from the drop-down menu, and (iii) enter the worker's name into the **Worker** textbox.
- Classification Scoring – Section B**
 - The **1. Severity Of Current Offense**, **2. Prior Offense History**, and **3. Prior Placements** fields will auto-populate. Select the (i) **4. Escape or Runaway History**, (ii) **5. Assaultive Behavior**, and (iii) **6. Institutional Adjustment** from the drop-down menus, the **7. Custody Total** and **8. Form Assigned Custody Level** fields will auto-populate, and (iv) enter the supervisor's name in the **Counselor Supervisor** textbox.
- Placement Considerations – Section C**
 - Select the (i) **Stature** from the drop-down menu, the **Institution Recommended** field will not be accessible, (ii) select the **Staff Facility Recommend** from the drop-down menu, and (iii) enter any comments into the **Facility Change Comment** section.

ii. Special Management Concerns Tab

The screenshot shows the 'Custody Classification for Juvenile' window with the 'Special Management Concerns' tab selected. The tab contains a list of checkboxes for various concerns, including: Pending Charges, Institutional/Pending Charges, Recent Management Problem, Low Functioning, Mental Health/Risk/Disability, Education, Prison Risk, GLE Risk, Gang Member, Physical Impairment, Social Medical Needs, Criminal Institution, Recent Associates, Institution, and Other. A blue arrow points to the 'Special Management Concerns' tab label.

1. Click all the special management concern options that apply to the juvenile. If the selected checkbox requires additional information, add the information at this time.

iii. Custody Level Override Tab

The screenshot shows the 'Custody Classification for Juvenile' window with the 'Custody Level Override' tab selected. The tab contains a 'Recommend Override from Assigned Custody Level' dropdown menu, an 'Override Reason' section with checkboxes for: Criminal Investigation Changing, Pending Court Charges, Active Gang Activity, Probation/Institutional behavior resulting in the form of mental or physical abuse of others, Crime Risk Status than Indicated by Charge, Crime Less Serious than Indicated by Charge, and Other. There is also a 'Comments (REQUIRED)' text box. A blue arrow points to the 'Custody Level Override' tab label.

1. (i) Select the **Recommend Override Form Assigned Custody Level** from the drop-down menu, (ii) click all the **Override Reason** options that apply to the juvenile. If the selected checkbox requires additional information, add the information at this time. (iii) Write additional comments about the juvenile's custody level override into the **Comments (REQUIRED)** textbox, and (iv) click the **Save** button.

b. Cancel Button

- i. Click the **Cancel** button and unsaved information will be cleared.

c. Print Button

- i. The **INITIAL CUSTODY DESIGNATION FORM** lists the demographic data, classification scoring, placement considerations, special management concerns comments, recommended override comment, and facility change comments. Click the **Print** button and the completed report will appear.

4. Add Reclassification Button

- a. Click the **Add Reclassification** button and the fields in the *Reclassification*, *Special Management Concerns*, *Placement Consideration*, and *Custody Level Override* tabs will become accessible.

i. Reclassification Tab

The screenshot shows the 'Custody Classification for Juvenile' window with the 'Reclassification' tab selected. The tab contains a 'Reclassification' section with a 'Status' dropdown, a 'Facility' dropdown, and a 'Current Custody Level' dropdown. There are also several input fields for 'Reclassification Reason' and 'Institutional Adjustment'. A blue arrow points to the 'Reclassification' tab label.

1. Select the (i) **Assessment Date** from the calendar screen and (ii) **Facility** from the drop-down menu, the **Current Custody Level** field will auto-populate, (iii) enter the worker's name into the **Worker** textbox, (iv) select the **Reclass Reason** from the drop-down menu, the **Behavior Prior to Current Commitment** fields will auto-populate, and (v) select the **Stature** from the drop-down menu.
 2. **Institutional Adjustment**
 - a. Select the (i) **5. Assaultive/Escapes Behavior**, (ii) **6. Frequency Of Institutional Offenses**, (iii) **7. Treatment Program Participation**, and (iv) **8. Educational/Work Program Vocational Training Participation** from the drop-down menus.
 3. The **Custody Total** and **Form Recommended Reclassification** fields will auto-populate based on the Institutional Adjustment section.
- ii. **Special Management Concerns Tab**

1. Click all the special management concern options that apply to the juvenile. If the selected checkbox requires additional information, add the information at this time.
- iii. **Placement Consideration Tab**

1. **Treatment Needs**
 - a. Select **N/A**, **M**, or **R** for the (i) **Aggression Management – Track 1**, (ii) **Aggression Management – Track 2**, (iii) **Substance Abuse – CYT5**, (iv) **Substance Abuse – CYT12**, (v) **Sex Offender – Prescriptive** and (vi) **Sex Offender – Self –Contained Unit** fields.
2. (i) Select the **Next Review Date** from the calendar screen, (ii) type the supervisor's name into the **Counselor Supervisor** textbox, the **Institution Recommended** field will auto-populate, (iii) select the **Staff Facility Recommend** from the drop-down menu, (iv) type any facility change comments into the **Facility Change Comment** textbox, and (v) type the recommended cottage into the **Cottage Recommended** textbox.

iv. **Custody Level Override Tab**

The screenshot shows the 'Custody Classification for Juvenile' window. The 'Custody Level Override' tab is selected. A blue arrow points to the 'Add Override' button. The window includes fields for 'Recommend Override Form Assigned Custody Level', 'Override Reason' (with checkboxes for various reasons like 'General Investigation Ongoing', 'Pending Court Charges', etc.), and a 'Comments (REQUIRED)' text box. Buttons for 'Save', 'Cancel', and 'Print' are at the bottom.

1. (i) Select the **Recommend Override Form Assigned Custody Level** from the drop-down menu, and (ii) click all the **Override Reason** options that apply to the juvenile. If the selected checkbox requires additional information, add the information at this time. (iii) Write additional comments of the juvenile's custody level override into the **Comments (REQUIRED)** textbox, and (iv) click the **Save** button.

b. **Cancel Button**

- i. Click the **Cancel** button and unsaved information will be cleared.

c. **Print Button**

- i. The **CUSTODY RECLASSIFICATION FORM** lists the demographic data and classification scoring, placement considerations, special management concerns, override comment, and facility change comments. Click the **Print** button and the completed report will appear.

5. **Edit Button**

- a. (i) Select the most recent classification, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

6. **Delete Button**

- a. (i) Select a classification, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

Population Board Button

From the Population Board screen, you can access juvenile information, case management/LOS, and medical and housing alerts.

The first screenshot shows the 'DC Admission History' window with a blue arrow pointing to the 'Population Board' button. The second screenshot shows the 'Population Board' window, which includes sections for 'Juvenile Information', 'Case Management', and 'Alerts'. The 'Alerts' section shows 'Custody Level' and 'Self-Injury Alert Level'.

1. **Search**

- a. From the Population Board screen, (i) click the **Search** menu, and (ii) select the search option.

Population Board for

Search | Print Strips

By Juvenile Number (Current population only)

Commitment Status: SERIOUS

Juvenile Information

Juvenile Number	Juvenile Name	Date of Birth	Age	Alert!
1085894	AJULA, SKYLAR	4/3/1998	21.2	Info Alert Video

Case Management

Stature	Minimum Months	Maximum Months	Early Release Date	Commitment Date	Date Arrived
			3/13/2021	3/13/2018	5/16/2018

Alerts

Custody Level: 0 Self-Injury Alert Level: [Green Bar]

Medical Alert 1: [Dropdown] Medical Alert 2: [Dropdown]

Housing Alert 1: [Dropdown] Housing Alert 2: [Dropdown]

Additional Info: [Text Area]

You must save for the changes to be reflected on the strip.

Save Strip Close

i. **By Juvenile Number (Current population only) Option**

1. Select the **By Juvenile Number (Current population only)** option and the Find Juvenile screen will appear.

Population Board for

Search | Print Strips

By Juvenile Number (Current population only)

Commitment Status: SERIOUS

Juvenile Information

Juvenile Number	Juvenile Name	Date of Birth	Age	Alert!
1085894	AJULA, SKYLAR	4/3/1998	21.2	Info Alert Video

Case Management

Stature	Minimum Months	Maximum Months	Early Release Date	Commitment Date	Date Arrived
			3/13/2021	3/13/2018	5/16/2018

Alerts

Custody Level: 0 Self-Injury Alert Level: [Green Bar]

Medical Alert 1: [Dropdown] Medical Alert 2: [Dropdown]

Housing Alert 1: [Dropdown] Housing Alert 2: [Dropdown]

Additional Info: [Text Area]

You must save for the changes to be reflected on the strip.

Save Strip Close

Find Juvenile

Find Juvenile Direct Care Population Detention Population

Search by

- ☒ Juvenile Number
- ☐ DC Number
- ☐ Intake Case Number
- ☐ Caseload Number
- ☐ Advance Search
- ☐ Previous Selections

Search by Last Name First Name [Include] [None] [Use Wildcard] [Include Alternative First Name Spellings] SSN DOB / Age DOB Age (Full or Partial) Street Address ZIP Code Phone (Home, Cell, or Work) Clear All

Juvenile Number [Text Box]

Find Juveniles with Commitment(s) to the State

Show Last Results Find Cancel

Refer to the [Login & Search User Manual](#) for instructions on how to navigate the Find Juvenile screen.

2. **Print Strips**

- a. There are various print strips that assist with managing the population in each unit and the location of each resident. From the Population Board screen, (i) click the **Print Strips** menu and (ii) select the print strips option.

Population Board for AJULA, SKYLAR - Data Entry

Print Strips

Saved but not yet printed

Selected Juvenile

Created by Current User

Facility

Commitment Status: SERIOUS

Juvenile Information

Juvenile Number	Juvenile Name	Date of Birth	Age	Alert!
1085894	AJULA, SKYLAR	4/3/1998	21.2	Info Alert Video

Case Management

Stature	Minimum Months	Maximum Months	Early Release Date	Commitment Date	Date Arrived
			3/13/2021	3/13/2018	5/16/2018

Alerts

Custody Level: 0 Self-Injury Alert Level: [Green Bar]

Medical Alert 1: [Dropdown] Medical Alert 2: [Dropdown]

Housing Alert 1: [Dropdown] Housing Alert 2: [Dropdown]

Additional Info: [Text Area]

You must save for the changes to be reflected on the strip.

Save Strip Close

i. **Saved but not yet printed**

1. (i) Click the **Print Strips** menu, (ii) select the **Saved but not yet printed** option, and the report will appear.

ii. **Selected Juvenile**

1. (i) Click the **Print Strips** menu, (ii) select the **Selected Juvenile** option, and the report will appear.

iii. **Created by Current User**

1. (i) Click the **Print Strips** menu, (ii) select the **Created by Current User** option, and the report will appear.

iv. **Facility**

1. (i) Click the **Print Strips** menu, (ii) select the **Facility** option, and the report will appear.

3. Juvenile Information

- a. This section will list the juvenile number, juvenile name, date of birth, and the juvenile's age.
- b. **Info Button**
 - i. Click the **Info** button and the Juvenile Information screen will appear.

 Refer to the [Login & Search User Manual](#) for instructions on how to navigate the Juvenile Information screen.

4. Case Management

- a. This section will list the stature, minimum LOS in months, maximum LOS in months, early release date, commitment date, and date arrived information.

5. Alerts

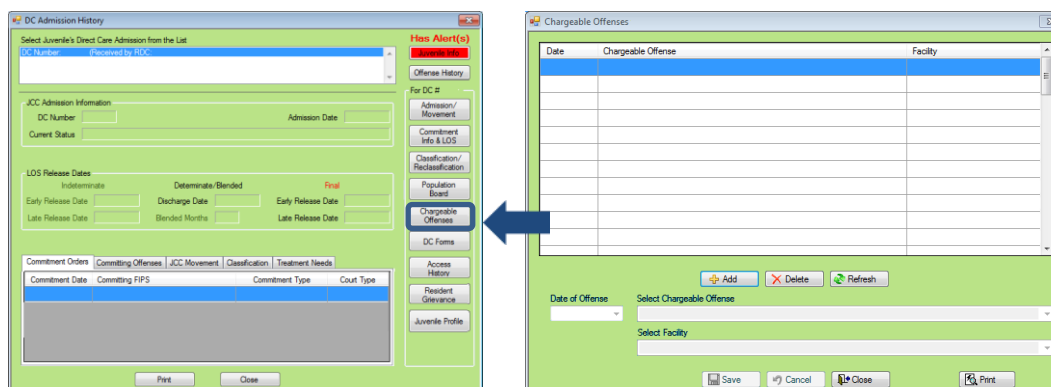
- a. The **Custody Level** and **Self-Injury Alert Level** fields will auto-populate, (i) select the **Medical Alert 1** from the drop-down menu, and the **Medical Alert 2** field will become accessible, and (ii) select the **Medical Alert 2** (if applicable) from the drop-down menu. (iii) Select the **Housing Alert 1** from the drop-down menu, and the **Housing Alert 2** field will become accessible, and (iv) select the **Housing Alert 2** (if applicable) from the drop-down menu. (v) Type additional information into the **Additional Info** textbox, and (vi) click the **Save Strip** button.

6. Close Button

- a. Click the **Close** button and you will return to the DC Admission History screen.

Chargeable Offenses Button

From the Chargeable Offenses screen, you can access the date, chargeable offense, and facility the offense occurred.



1. Add Button

- a. (i) Click the **Add** button, and the fields at the bottom of the screen will become accessible, select the (ii) **Date of Offense** from the calendar screen, and the (iii) **Select Chargeable Offense**, and (vi) **Select Facility** from the drop-down menus, (v) click the **Save** button, and the offense will appear at the top of the screen.

2. Cancel Button

- a. Click the **Cancel** button and unsaved information will be cleared.

3. Delete Button

- a. (i) Select an offense, and the row will be highlighted in **blue**, and (ii) click the **Delete** button.

4. Refresh Button

- a. Click the **Refresh** button to ensure the most current information is being displayed.

5. Close Button

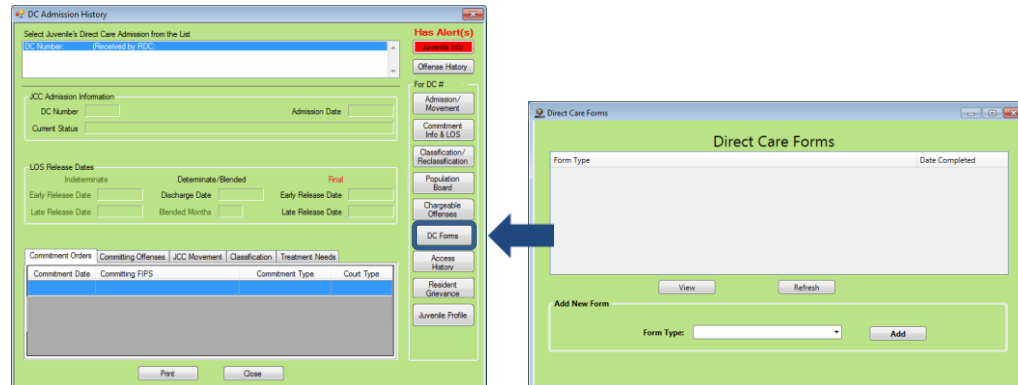
- a. Click the **Close** button and you will return to the DC Admission History screen.

6. Print Button

- a. The **Chargeable Offenses Report** lists the date, chargeable offense, and facility. Click the **Print** button and the completed report will appear.

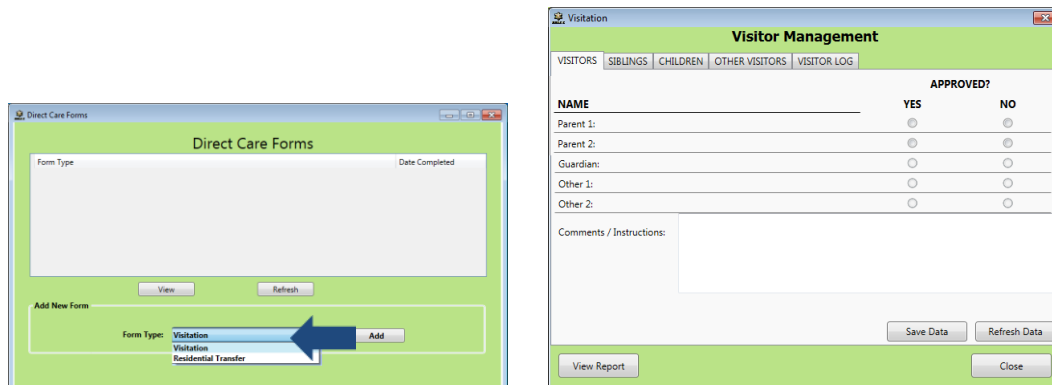
DC Forms Button

From the Direct Care Forms screen, you can access the type of form and the date it was completed. (i) Select the **Form Type** from the drop-down menu, (ii) click the **Add** button, and the selected form type will appear.



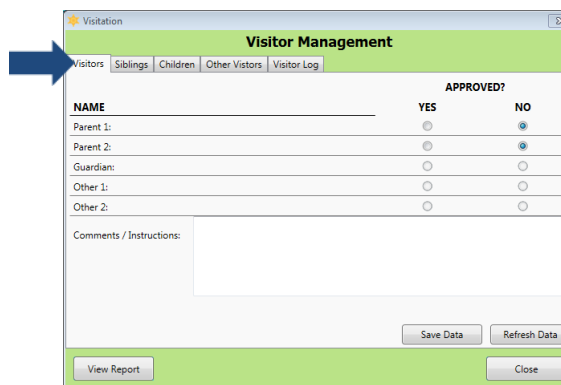
1. Visitation

From the Visitation screen, you can access the visitor information for the juvenile. The Visitation screen consists of the *Visitors*, *Siblings*, *Children*, *Other Visitors*, and *Visitor Log* tabs.



a. Visitors Tab

- i. This tab consists of the visitor's name(s), if approved, and any additional comments or instructions.



1. The **Name** will auto-populate, (i) select **YES** or **NO** if the visitor is **APPROVED**, (ii) enter any additional information into the **Comments/Instructions** textbox, and (iii) click the **Save Data** button.
2. **Refresh Data Button**
 - a. Click the **Refresh Data** button to ensure the most current information is being displayed.

b. **Siblings Tab**

- i. This tab consists of the juvenile's sibling information (if any).

The screenshot shows the 'Visitor Management' window with the 'Siblings' tab selected. The form contains the following fields: SIBLING NAME, AGE, and APPROVED? (YES/NO). At the bottom, there are buttons for 'Save Data', 'Refresh Data', 'View Report', and 'Close'.

If the juvenile does not have any siblings, the *SIBLINGS* tab will be blank.

1. The **SIBLING NAME** and **AGE** will auto-populate, (i) select **YES** or **NO** if the sibling is **APPROVED**, and (ii) click the **Save Data** button.
2. **Refresh Data Button**
 - a. Click the **Refresh Data** button to ensure the most current information is being displayed.

c. **Children Tab**

- i. This tab consists of the juvenile's child(ren) information (if any).

The screenshot shows the 'Visitor Management' window with the 'Children' tab selected. The form contains the following fields: CHILD NAME, AGE, and APPROVED? (YES/NO). At the bottom, there are buttons for 'Save Data', 'Refresh Data', 'View Report', and 'Close'.

If the juvenile does not have any children, the *CHILDREN* tab will be blank.

1. The **CHILD NAME** and **AGE** will auto-populate, (i) select **YES** or **NO** if the child is **APPROVED**, and (ii) click the **Save Data** button.
2. **Refresh Data Button**
 - a. Click the **Refresh Data** button to ensure the most current information is being displayed.

d. **Other Visitors Tab**

- i. This tab consists of additional visitor information, such as the visitor name, date of birth, visitor type, authorizing administrator, date of last update, and if approved.

The screenshot shows the 'Visitor Management' window with the 'Other Visitors' tab selected. The form contains the following fields: Visitor Name, DOB, Type, Authorizing Admin *, Last Update, and Approved. At the bottom, there are buttons for 'Add Visitor', 'Modify Visitor', 'Delete Visitor', 'View Report', and 'Close'.

1. Add Visitor Button

- Click the **Add Visitor** button and the Add Visitor screen will appear.

- Enter the **Visitor Name** into the textbox, (ii) select the **Visitor Type** from the drop-down menu, (iii) select the **DOB** from the calendar screen, (iv) select either **Yes** or **No** if they are **Approved**, (v) click the **Save Visitor** button, and you will return to the *OTHER VISITORS* tab on the Visitation screen.
- Cancel Button**
 - Click the **Cancel** button and unsaved information will be cleared.

2. Modify Visitor Button

- (i) Select a visitor entry, and the row will be highlighted in *blue*, (ii) click the **Modify Visitor** button, and the Add Visitor screen will appear, (iii) edit the information, (iv) click the **Save Visitor** button, and you will return to the *OTHER VISITORS* tab on the Visitation screen.
- Cancel Button**
 - Click the **Cancel** button and unsaved information will be cleared.

3. Delete Visitor Button

- (i) Select a visitor entry from the list, and the row will be highlighted in *blue*, (ii) click the **Delete Visitor** button, and the Delete Visitor screen will appear, (iii) click the **Yes** button, and you will return to the Visitation screen, and the visitor entry will be deleted.

e. Visitor Log Tab

- This tab consists of visitor log information, such as the date, visitor name, relationship, visit type, visit purpose, and if they used DJJ transportation.

- (i) Select an **Authorized Visitor** from the drop-down menu, (ii) select the **Visit Date** from the calendar screen, and select the (iii) **Visit Type** and (iv) **Visit Purpose** from the drop-down menus. If the visitor used DJJ transportation, place a checkmark in the **Used DJJ Transportation?** checkbox. (v) Click the **Add Visit** button, and the added visitor will appear in the log.
- Delete Visit Button**
 - (i) Select a visitor from the list, and the row will be highlighted in *blue*, (ii) click the **Delete Visit** button, and the Delete Visitor screen will appear, (iii) click the **Yes** button, and you will return to the Visitation screen, and the visitor will be deleted.

f. **View Report Button**

- i. The **Department of Juvenile Justice Division of Operations Approved Visitor List** lists the juvenile's visitors, siblings, children, additional visitors, and special comments/instructions. Click the **View Report** button and the Visitor Report screen will appear.

g. **Close Button**

- i. Click the **Close** button and you will return to the Direct Care Forms screen.

2. **Residential Transfer**

From the Residential Transfer screen, you can access information about the juvenile needed when transferring them to a different facility or program.

- a. (i) Select the appropriate drop-down menu option for each alert question, (ii) type additional details into the textbox located next to the alert questions OR click the magnifying glass icon located next to the question to open an expanded textbox screen and type the information, and (iii) click the **Save** button.
- b. **Print Button**
 - i. The **Division of Institutional Services** lists the demographic data and residential transfer alerts. Click the **Print** button and the completed report will appear.
- c. **Cancel Button**
 - ii. Click the **Cancel** button and unsaved information will be cleared.

Access History Button

The Access History screen displays who accessed the information and when.

Resident Grievance Button

From the Resident Grievance screen, you can access information about the juvenile, such as the tracking number, incident date, received date, incident class, grievance area, and disposition.

The Resident Grievance screen consists of the *Incident Information*, *Investigation/Levels*, and *Outcome* tabs.

1. Incident Information Tab

- This tab consists of information on the juvenile's incident, such as the tracking number, incident date, received date, incident class, grievance area, and disposition.

The **View** button allows you to access the juvenile's information in a larger textbox.

When you select a staff related incident for **Grievance Area**, BADGE will remind you to add a staff member before saving the data.

i. Add Button

- (i) Click the **Add** button and the fields at the bottom of the screen will become accessible. Select the (ii) **Incident Date/Time** and (iii) **Report Date** from the calendar screens, select the (iv) **JCC (being grieved)**, (v) **Housing Unit (time of incident)**, (vi) **Coordinator's Name**, and (vii) **Grievance Area** from the drop-down menus. If "Other" was selected for **Grievance Area**, enter the description of it in the **Description for Other** textbox. (viii) Select the **Date/Time Received** from the calendar screen, select the (ix) **Resident's Classification**, (x) **Human Right's Advocate's Classification**, and (xi) **Applicable Regulation** from the drop-down menus, and enter the (xii) **Code/Number/Description** and (xiii) **Incident Description** into the textboxes.

ii. Add Staff Button

- (i) Click the **Add Staff** button, and the 63 screen will appear, enter the (ii) **First Name** and (iii) **Last Name** into the textboxes, (iv) click the **OK** button, and you will return to the Resident Grievance screen, and the staff name will be listed in the **Staff Involved** textbox.

iii. Remove Staff Button

- (i) Select a name from the **Staff Involved** list, and the row will be highlighted in **blue**, (ii) click the **Remove Staff** button, and the staff will be removed.

iv. **Add Juvenile Button**

1. (i) Click the **Add Juvenile** button, and the *Find Juvenile* screen will appear, (ii) search for a juvenile, and the juvenile name will be listed in the **Other Juveniles Involved** textbox.

 Refer to the [Login & Search User Manual](#) for instructions on how to navigate the *Find Juvenile* screen.

v. **Remove Juvenile Button**

1. (i) Select a name from the **Other Juveniles Involved** list, and the row will be highlighted in *blue*, (ii) click the **Remove Juvenile** button, and the juvenile will be removed.

2. **Investigation/Levels Tab**

- a. This tab consists of investigation and levels information about the juvenile, such as the level, start date, date forwarded, forwarded to, date responded, extension requested, extension approved, extension expired date, and respond by date.

- i. The **Level#** will auto-populate. Select the (i) **Start Date** and (ii) **Date forwarded** from the calendar screens, (iii) enter the **Forwarded To** into the textbox, and select the (iv) **Respond By Date** and (v) **Date Responded** (if applicable) from the calendar screens. If there is a request for a time extension, click the **Time Extension Requested** checkbox. If the time extension is approved, click the **Time Extension Approved** checkbox. (vi) Select the **Extension Expire Date** from the calendar screen and (vii) enter comments on the investigation into the **Investigation** textbox.
- ii. Enter comments on the decision and resolution into the **Decision/Resolution** textbox.
- iii. If the incident's **Respond by Date** has been passed, the *Resident Grievance* screen will appear and notify you of the **Level#** increase. (i) Click the **OK** button and (ii) edit the information.

iv. **Cancel Level Button**


- a. Click the **Cancel Level** button to cancel the **Level#** increase.


v. **Add Level Button**


- a. Click the **Add Level** button to increase the **Level#**.

vi. **Edit Level Button**

- a. Click the **Edit Level** button to edit the level information.

 The **View** button allows you to access the investigation or decision/resolution notes in a larger textbox.

 For a Level 1, the **Forwarded To** textbox should only have one name entered. For a level 2, you will need to enter the name of who it was forwarded to for level 1, as well as who it will be forwarded to for level 2. You will need to do the same for levels 3 and 4.

 The **Level#** will increase immediately if the incident has not been addressed before the **Respond By Date**.

vii. **Delete Level Button**

- a. Click the **Delete Level** button to delete the recorded information.

3. **Outcome Tab**

- a. This tab consists of additional juvenile information, such as the disposition, unfounded sub disposition, substantiated sub disposition, and juvenile's response.

- i. (i) Select the **Disposition** from the drop-down menu. If Substantiated was selected, the **Substantiated Subdisposition** field will become accessible, and select the **Substantiated Subdisposition** from the drop-down menu. If Unfounded was selected, the **Unfounded Subdisposition** and **Appealed** fields will become accessible, select the **Unfounded Subdisposition** from the drop-down menu, and if the resident is appealing the decision, click the **Appealed** checkbox. (ii) Select the **Juvenile's Response to Resolution** from the drop-down menu and (iii) click the **Save** button.

4. **Edit Button**

- a. (i) Select an incident, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

5. **Close Button**

- a. Click the **Close** button and you will return to the *DC Admission History* screen.

6. **Print Investigation Button**

- a. The **Virginia Department of Juvenile Justice Resident Grievance System Investigation Report** lists the juvenile's grievance information, incident description, investigation notes, and outcome. Click the **Print Investigation** button and the completed report will appear.

Juvenile Profile Button

From the *Juvenile Profile* screen, you can access the juvenile's form type and date completed information.

a. **View Button**

- i. (i) Select a **Form Type**, and the row will be highlighted in *blue*, and (ii) click the **View** button.

b. **Delete Button**

- i. (i) Select a **Form Type**, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

The **View** and **Delete** button will only be accessible if a **Form Type** has been added.

The **View** button allows you to access each **Form Type**.

c. **Refresh Button**

- i. Click the **Refresh** button to ensure the most current information is being displayed.

d. **Add New Form**

- i. The **Worker Facility** will auto-populate, (i) select the **Form Type** from the drop-down menus, (ii) click the **Add** button, and (iii) add the juvenile information.

There are 11 form type options under the **Form Type** drop-down menu.

[Education Information](#) | [Educational Information Prior 2016](#) | [LOS Determinate](#) | [Level of Service \(LS/CM\)](#) | [Medical History](#) | [Offense History Data](#) | [Personality Information](#) | [Physical Exam](#) | [Psychological Information](#) | [Social History Information](#) | [Youth Level of Service \(YLS/CMI\)](#)

1. **Education Information**

From the Education screen, you can access information about the juvenile's education and educational assessments.

The Education screen consists of the *Education Information*, *MAP Assessment*, and *STAR Assessment* tabs.

a. **Education Information Tab**

- i. This tab consists of the juvenile's social history, school enrollment, educational needs, and classifications.

1. Select the **Last Grade Completed** from the drop-down menu.
2. **Social History**
 - a. Select the (i) **Attendance**, (ii) **Disruptive Classroom Behavior**, (iii) **Disruptive Behavior on School Property**, (iv) **Academic Progress**, (v) **Peer Interactions**, and (vi) **Staff Relationships** from the drop-down menus.
3. **School Enrollment**
 - a. Select the **Current Status** from the drop-down menu.
4. **Educational Needs**
 - a. Select the (i) **Career Education**, (ii) **Parenting Skills**, (iii) **Independent Living Skills**, and (iv) **Suggested Educational Plan** from the drop-down menus.
5. **Classifications**
 - a. Select the (i) **Individualized Education Plan (IEP)**, (ii) **504 Plan**, and (iii) **English Language Learner (ELL)** from the drop-down menus.
6. **Save Button**
 - a. Click the **Save** Button to save the inputted information.

Clicking the **Close** button without saving will lose the entered data.

7. **Close Button**
 - a. Click the **Close** button and you will return to the Juvenile Profile screen.
8. **Last Updated**
 - a. The **Last Update** field will auto-populate the date the report was last saved.
- b. **MAP Assessment Tab**
 - i. This tab consists of the juvenile's social history, school enrollment, educational needs, and classifications.

1. (i) Select the **Date of Testing** from the calendar screen, enter the (ii) **RIT SCORE** and (iii) **PERCENTILE RANK** for the **MATH**, **READING**, and **LANGUAGE USE** sections, and (iv) click the **Save** button.
2. **Delete Button**
 - a. Click the **Delete** button and the MAP Assessment will be removed.
3. **Close Button**
 - a. Click the **Close** button and you will return to the Juvenile Profile screen.
4. **Last Updated**
 - a. The **Last Updated** field will auto-populate the date the report was last updated.
- c. **STAR Assessment Tab**
 - i. This tab consists of the juvenile's STAR assessment results.


Clicking the **Close** button without saving will lose the entered data.

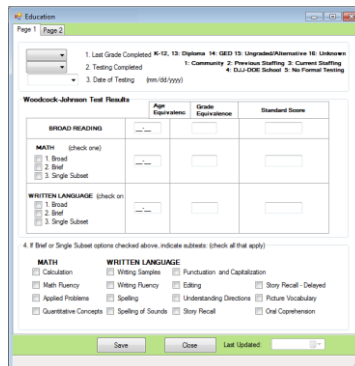
1. (i) Select the **Date of Testing** from the calendar screen, enter the (ii) **PERCENTILE RANK**, and (iii) **GRADE EQUIVALENCY** for the **MATH** and **READING** section, and (vi) click the **Save** button.
2. **Delete Button**
 - a. Click the **Delete** button and the STAR assessment will be removed.
3. **Close Button**
 - a. Click the **Close** button and you will return to the Juvenile Profile screen.
4. **Last Updated**
 - a. The **Last Updated** field will auto-populate the date the report was last updated.

2. Educational Information Prior 2016

From the Education screen, you can access information about the juvenile, such as the Woodcock-Johnson test results, school history, educational needs, special education classification, and referrals for further assessment.

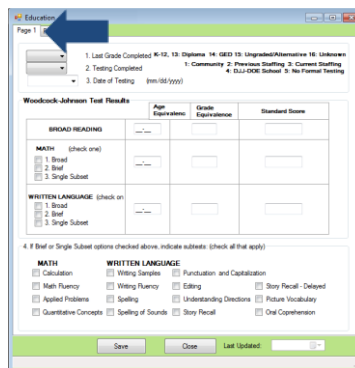
The Education screen consists of the *Page 1* and *Page 2* tabs.

 The **Education Information Prior 2016** form should ONLY be viewed and no longer used.



a. Page 1 Tab

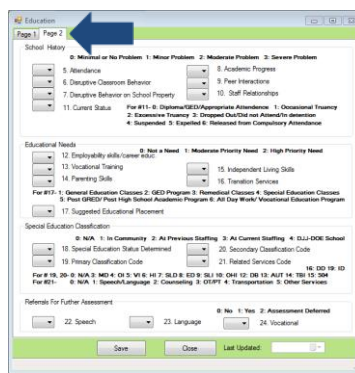
- i. This tab consists of the juvenile's Woodcock-Johnson test result information.



1. The **Last Grade Completed**, **Testing Completed**, and **Date of Testing** information will be displayed.
2. **Woodcock-Johnson Test Results**
 - a. The **Age Equivalency**, **Grade Equivalence**, and **Standard Score** for **BROAD READING**, **MATH**, and **WRITTEN LANGUAGE** will be displayed. If the juvenile was selected for **Brief** or **Single Subset** from the **MATH** and **WRITTEN LANGUAGE** checkboxes, the subtests will be checked in the **If Brief or Single Subset options checked above, indicate subtests** checkboxes.

b. Page 2 Tab

- i. This tab consists of the juvenile's school history, educational needs, special education classification, and referral information.



1. **School History**
 - a. The **Attendance**, **Disruptive Classroom Behavior**, **Disruptive Behavior on School Property**, **Academic Progress**, **Peer Interactions**, **Staff Relationships**, and **Current Status** drop-down menus will show the juvenile's history of problems with school.
2. **Educational Needs**
 - a. The **Employability skills/career educ.**, **Vocational Training**, **Parenting Skills**, **Independent Living Skills**, **Transition Services**, and **Suggested Educational Placement** drop-down menus will show the juvenile's educational needs.
3. **Special Education Classification**
 - a. The **Special Education Status Determined**, **Primary Classification Code**, **Secondary Classification Code**, and **Related Services Code** drop-down menus will show the juvenile's special education classifications.
4. **Referrals For Further Assessment**
 - a. The **Speech**, **Language**, and **Vocational** drop-down menus will show if the juvenile should be referred for further assessment.
- c. **Close Button**
 - i. Click the **Close** button and you will return to the Juvenile Profile screen.
- d. **Last Updated**
 - i. The **Last Updated** field will show the date the report was last updated.

3. **LOS Determinate**

From the LOS Determination screen, you can access information about the juvenile, such as the LOS information, and service needs both related and not related to the LOS.

The LOS Determination screen consists of the *LOS*, *Assets*, and *Service Needs* tabs.

a. **LOS Tab**

- i. This tab consists of the juvenile's level of service, special category, and treatment needs that may affect the level of service information.

1. Select the **Level** of the (i) **Most Serious Instant Offense** and (ii) **Most Serious Prior Offense** from the drop-down menus, (iii) enter the **Chronicity Score** into the textbox, select the (iv) **LOS increased due to chronicity** and (v) **Forwarded to IRC due to exceptional circumstances** from the drop-down menus, and enter the (vi) **Assigned LOS** and (vii) **to** into the textboxes.

2. **Special Category**
 - a. (i) Select the **Determinate Sentence** from the drop-down menu. If “1” was selected, enter the **Months** into the textbox or click the **Until Age 21** checkbox.
 - (ii) Select the **Blended Sentence** from the drop-down menu.
3. **Treatment Needs which may affect LOS**
 - a. The **Aggression Management**, **Substance Abuse Treatment**, and **Sex Offender Treatment** fields will auto-populate. If the juvenile is attending 12 sessions for the Cannabis Youth Treatment, click the **CYT12** checkbox. If the juvenile is attending 5 sessions for the Cannabis Youth Treatment, click the **CYT5** checkbox.
- b. **Assets and Service Needs Tab**
 - i. This tab consists of the juvenile’s service needs that may affect the length of stay and service needs not related to the Length of stay information.

1. **Service Needs which may affect LOS**
 - a. Select the service need for (i) **Aggression Management**, (ii) **Substance Abuse**, and (iii) **Sex Offender** from the drop-down menus.
 2. **Additional Service Needs Not Related to LOS**
 - a. (i) Click all the **Additional Service Needs Not Related to LOS** options that apply to the juvenile and (ii) select the **Date Form Signed** from the calendar screen.
 - c. **Save Button**
 - i. Click the **Save** button to save the inputted information.
 - d. **Close Button**
 - i. Click the **Close** button and you will return to the Juvenile Profile screen.
 - e. **Last Updated**
 - i. The **Last Updated** field will auto-populate the date the report was last updated.
4. **Level of Service (LS/CMI)**
 From the Level of Service screen, you can access information about the juvenile, such as the LOS information, and service needs both related and not related to the LOS.

The Level of Service screen consists of the *Page 1*, *Page 2*, and *Page 3* tabs.

a. **Page 1 Tab**

- i. This tab consists of the juvenile's criminal history, education and employment, and family and marital information.

1. **Criminal History**

- a. (i) Select if the juvenile has **Any prior** offenses/convictions/adjudications from the drop-down menu. If **“Yes”** was selected, enter the number of **Youth dispositions** and **Adult convictions** into the textboxes. Select the (ii) **Two or more prior youth/adult dispositions/convictions**, (iii) **Three or more prior youth/adult dispositions/convictions**, and (iv) **Three or more present offenses** from the drop-down menus. If **“Yes”** was selected for **Three or more present offenses**, type in the number of offenses in the textbox. Select the (v) **Arrested or charged under age 16**, (vi) **Ever incarcerated on conviction**, and (vii) **Ever punished for institutional misconduct or a behavior report** from the drop-down menus. If **“Yes”** was selected for **Ever punished for institutional misconduct**, enter the number of times in the textbox. (viii) Select the **Charge laid, probation breached, or parole suspended during prior community supervision** from the drop-down menu. If the area is a protective factor for the juvenile, click the **Strength** checkboxes.

2. **Education/Employment**

- a. Select the (i) **Currently unemployed**, (ii) **Frequently unemployed**, (iii) **Never employed for a full year**, (iv) **Less than regular grade 10 or equivalent**, (v) **Less than regular grade 12 or equivalent**, (vi) **suspended or expelled at least once**, (vii) **Participation/Performance**, (viii) **Peer interactions**, and (ix) **Authority interaction** from the drop-down menus. If the area is a protective factor for the juvenile, click the **Strength** checkboxes.

3. **Family/Marital**

- a. Select the (i) **Dissatisfaction with marital or equivalent situation**, (ii) **Non-rewarding, parental**, (iii) **Non-rewarding, other relatives**, and (iv) **Criminal – family/spouse** from the drop-down menus. If the area is a protective factor for the juvenile, click the **Strength** checkboxes.

b. **Page 2 Tab**

- i. This tab consists of the juvenile's leisure/recreations, companions, and alcohol/drug problem (if applicable).

1. **Leisure/Recreation**
 - a. Select the (i) **Absence of recent participation in an organized activity**, and (ii) **Could make better use of time** from the drop-down menus. If the area is a protective factor for the juvenile, click the **Strength** checkboxes.
 2. **Companions**
 - a. Select if the juvenile has (i) **Some criminal acquaintances**, (ii) **Some criminal friends**, (iii) **Few anti-criminal acquaintances**, and (iv) **Few anti-criminal friends** from the drop-down menus. If the area is a protective factor for the juvenile, click the **Strength** checkboxes.
 3. **Alcohol/Drug Problem**
 - a. Select the (i) **Alcohol problem, ever**, (ii) **Drug problem, ever**, (iii) **Alcohol problem, currently**, (iv) **Drug problem, currently**, (v) **Law violations**, (vi) **Marital/Family**, (vii) **School/Work**, and (viii) **Medical or other clinical indicators** from the drop-down menus. If the area is a protective factor for the juvenile, click the **Strength** checkboxes.
- c. **Page 3 Tab**
- i. This tab consists of the juvenile's pro-criminal attitude and antisocial pattern.

1. **Pro-criminal Attitude/Orientation**
 - a. Select the (i) **Supportive of crime**, (ii) **Unfavorable toward convention**, (iii) **Poor, toward sentence/offence**, and (iv) **Poor, toward supervision/treatment** from the drop-down menus. If the area is a protective factor for the juvenile, click the **Strength** checkboxes.
 2. **Antisocial Pattern**
 - a. Select the (i) **Specialized assessment for antisocial pattern** and (ii) **Early and diverse antisocial behavior** from the drop-down menus. If "Yes" was selected for **Early and diverse antisocial behavior**, click all the **Early and diverse antisocial behavior** options that apply to the juvenile. (iii) Select the **Criminal attitude** from the drop-down menu. If "Yes" was selected for **Criminal attitude**, check all the **Criminal attitude** options that apply to the juvenile. Select the (iv) **Pattern of generalized trouble** from the drop-down menu. If "Yes" was selected for **Pattern of generalized trouble**, select the **Financial problems** from the drop-down menu and click all the **Pattern of generalized trouble** options that apply to the juvenile. If **3 or more address changes last year** was checked, enter the amount of times into the textbox. If the area is a protective factor for the juvenile, click the **Strength** checkboxes. The **Total Score** and **Override Risk Level** fields will auto-populate. (v) Select the **Override Risk Level** from the drop-down menu and (vi) click the **Save** button.
- d. **Close Button**
- i. Click the **Close** button and you will return to the Juvenile Profile screen.
- e. **Print Button**
- i. The **Juvenile Profile – Level of Service/Case Management Inventory** lists the juvenile's criminal history, education/employment, family/marital, leisure/recreation, companions, alcohol/drug problem, pro-criminal attitude/orientation, antisocial pattern, total score, overall risk level, and override risk level. Click the **Print** button and the completed report will appear.

5. Medical History

From the Medical History screen, you can access information about the juvenile, such as their current medical problems, vulnerability factors, past medical history, sexually transmitted infections, prescribed any psychotropic(s), family history, and high-risk behavior/sexual history.

The Medical History screen consists of the *Page 1*, *Page 2*, and *Page 3* tabs.

a. Page 1 Tab

- i. This tab consists of the juvenile's current medical problems, vulnerability factors, and past medical history.

1. Current Medical Problems/Allergies

- a. Select the (i) **Medication and Reactions**, (ii) **Environmental and Reactions**, (iii) **Food(s) and Reactions**, (iv) **TB or Positive PPD**, (v) **Asthma**, (vi) **Diabetes**, (vii) **Hepatitis**, (viii) **Heart Problem**, (ix) **Sickle Cell Anemia/Trait**, (x) **Orthopedic Problem**, (xi) **Glasses**, (xii) **Other Assistive Devices Needed for Care**, (xiii) **Current Psychiatric Problems**, and (xiv) **Physical Disabilities** from the drop-down menus.

2. Vulnerability Factors

- a. Select the (i) **Small Physical Stature**, (ii) **Developmental/Mental/Physical Disability**, (iii) **Presents as Lesbian, Bisexual, Transgender, Gender Identity Issues**, (iv) **History of Sexual Victimization**, and (v) **History of Sexual Activity While in Custody** from the drop-down menus.

3. Past Medical History

- a. Select the (i) **Chicken Pox**, (ii) **Head Injuries**, (iii) **Loss of Consciousness**, (iv) **Fractures**, (v) **Seizures**, (vi) **Gunshot Wounds**, (vii) **Stab Wounds**, (viii) **Medical Hospitalizations**, (ix) **Psychiatric Hospitalizations**, (x) **Surgery/Operations/Procedures**, and for females, (xi) **Pregnancy**, and (xii) **Menstrual Cycle/Pap Smears** from the drop-down menus.

b. Page 2 Tab

- i. This tab consists of the juvenile's sexually transmitted diseases, prescribed any psychotropic medication, and family history information.

1. **STI's**
 - a. Select whether the juvenile has (i) **Chlamydia**, (ii) **Gonorrhea**, (iii) **Syphilis**, (iv) **Herpes**, (v) **Venereal Warts**, (vi) **Genital Sores**, (vii) **HPV**, (viii) **Pediculosis**, and (ix) **Trichomaniasis** from the drop-down menus.
2. **Psychotropics**
 - a. Click the **Psychotropic**, **Sleep**, and/or **Stimulant** checkboxes for (i) **Never previously prescribed**, (ii) **Prescribed in the past**, (iii) **Current prescription (prior to arrival at RDC)**, and (iv) **Newly prescribed at RDC**.
3. **Family History**
 - a. Select if there is a family history of (i) **TB**, (ii) **Heart Problems**, (iii) **High Blood Pressure**, (iv) **Blood Sugar Problems**, (v) **Asthma**, and (vi) **Other** drop-down menus.

c. **Page 3 Tab**

- i. This tab consists of the juvenile's high-risk behavior/sexual history and family information.

1. **High Risk Behavior/Sexual History**
 - a. Select (i) **Have you had sex** and (ii) **Was it consensual** from the drop-down menus. If "1" was selected for **Was it consensual**, select the **Did you report it to anyone** from the drop-down menu, and type in the name of the person to whom it was reported in the **Who** textbox. (iii) Enter in the **Age at first sexual intercourse (not abuse)** into the textbox, select the (iv) **Have you ever been forced or pressured into doing something sexual that you did not want to do**, (v) **IV drug use**, (vi) **History of blood transfusion or blood product administration**, and (vii) **Trading sex for money or drugs** from the drop-down menus, enter (viii) **How many sexual partners have you had in the past year**, (ix) **Past 3 years**, and (x) **Lifetime** into the textboxes, select the (xi) **Were your sexual partner(s)**, (xii) **High risk sexual partner (promiscuous/IV drug use/prostitution)**, and (xiii) **Condom Use** from the drop-down menus. If "1" was selected for **Condom Use**, click either the **Sometimes** or **Every Time** checkbox. (xiv) Select the **Multiple tattoos** from the drop-down menu.
2. **Family**
 - a. Select the **Do you have Children** from the drop-down menu. If "1" was selected for **Do you have children**, select the **Number of Children** from the drop-down menu, and the **Age** and **Sex** drop-down menus will appear for the selected number of children, and select the **Age** and **Sex** from the drop-down menus for each child.

d. **Save Button**

- i. Click the **Save** button to save the inputted information.

e. **Close Button**

- i. Click the **Close** button and you will return to the Juvenile Profile screen.

f. **Last Updated**

- i. The **Last Updated** field will auto-populate the date the report was last updated.

6. **Offense History Data**

From the Offense History screen, you can access information about the juvenile, such as the commitment number, number of suspended commitments, CSU, who they were sentenced by, and escape/A.W.O.L history.

- a. Enter the (i) **Commitment Number** and (ii) **Number of Suspended Commitments** into the textboxes, and (iii) select the **Court Service Unit** from the drop-down menu. If the juvenile has a commitment under code 16.1-285.1 or 16.1-269.1, click the **Committed Under 16.1-285 or 16.1-269.1** checkbox. (iv) Select the **Sentenced by** from the drop-down menu and enter the amount of months into the **Sentence** textbox. If the juvenile has adult time pending, click the **Adult Time Pending** checkbox. Enter the (v) **Age of first behavioral problems**, (vi) **Age at first community intervention**, and (vii) **Age at first criminal adjudication** into the textboxes.

b. **Escape/A.W.O.L History**

- i. Select the (i) **Secure Facilities**, (ii) **Group/Foster Home**, and (iii) **Home** from the drop-down menus, and (iv) click the **Save** button.

c. **Close Button**

- i. Click the **Close** button and you will return to the Juvenile Profile screen.

d. **Last Updated**

- i. The **Last Updated** field will auto-populate the date the report was last updated.

7. **Personality Information**

From the Personality Information screen, you can access information about the juvenile, such as the scales and subscales of the Personality Inventory for Youth (PIY).

- a. Enter the (i) **VAL**, (ii) **COG**, (iii) **ADH**, (iv) **DLQ**, (v) **FAM**, (vi) **RLT**, (vii) **SOM**, (viii) **DIS**, (ix) **WDL**, (x) **SSK**, (xi) **INC**, (xii) **COG1**, (xiii) **ADH1**, (xiv) **DLQ1**, (xv) **FAM1**, (xvi) **RLT1**, (xvii) **SOM1**, (xviii) **DIS1**, (xix) **WDL1**, (xx) **SSK1**, (xxi) **FB**, (xxii) **COG2**, (xxiii) **ADH2**, (xxiv) **DLQ2**, (xxv) **FAM2**, (xxvi) **RLT2**, (xxvii) **SOM2**, (xxviii) **DIS2**, (xxix) **WDL2**, (xxx) **SSK2**, (xxxi) **DEF**, (xxxii) **COG3**, (xxxiii) **ADH3**, (xxxiv) **DLQ3**, (xxxv) **FAM3**, (xxxvi) **SOM3**, and (xxxvii) **DIS3** textboxes, and (xxxviii) click the **Save** button.

b. **Close Button**

- i. Click the **Close** button and you will return to the Juvenile Profile screen.

c. **Last Updated**

- i. The **Last Updated** field will auto-populate the date the report was last updated.

8. **Physical Exam**

From the Physical Exam screen, you can access information about the juvenile, such as the vital signs, skin, head, eyes, ears, nose, throat, genital exam, LAB, assessment, and plans/recommendations.

The Physical Exam screen consists of the *Page 1* and *Page 2* tabs.

The screenshot shows the 'Physical Exam' window with 'Page 1' selected. It includes input fields for Weight (lbs), Height (ft/in), and BMI. There are radio buttons for 'Pass' or 'Fail' for Hearing and Vision Screening, and 'Yes' or 'No' for Allergies. The 'Skin' section has a 'Checked' or 'Not Checked' radio button and checkboxes for Blemishes, Skin Marks, Acne, Fungal Infection, and Signs of recent trauma. The 'HEENT' section has a 'Checked', 'Not Checked', or 'Under Investigation' radio button and 'Normal' or 'Abnormal' options for Head, Eyes, Ears, Nose, Throat, and Neck. 'Save', 'Close', and 'Last Updated' buttons are at the bottom.

a. **Page 1 Tab**

- i. This tab consists of the juvenile's vital signs, skin, and head, eyes, ears, nose, and throat information.

This is the same screenshot as above, but with a blue arrow pointing to the 'Page 1' tab header at the top left of the window.

1. **Vital Signs**

- a. (i) Enter the **Weight** into the textbox, select the **Height** in (ii) **ft.** and in (iii) **in** from the drop-down menus, (iii) enter the **BMI** into the textbox, select **Pass** or **Fail** for (iv) **Hearing Screening** and (v) **Vision Screening**, and (vi) select **Yes** or **No** for **Allergies**.

2. **Skin**

- a. (i) Select **Checked** or **Not Checked** for **Skin** and (ii) click all the **Skin** options that apply to the juvenile.

3. **HEENT**

- a. (i) Select **Checked**, **Not Checked**, or **Under Investigation** for **HEENT**, and select **Normal** or **Abnormal** for (ii) **Head**, (iii) **Eyes**, (iv) **Ears**, (v) **Nose**, (vi) **Throat**, and (vii) **Neck**.

b. **Page 2 Tab**

- i. This tab consists of the juvenile's examinations, labs, assessments, and plans/recommendations.

The screenshot shows the 'Physical Exam' window with 'Page 2' selected. It includes radio buttons for 'Normal' or 'Abnormal' for Pulmonary, Cardiorespiratory, Chest, Abdomen, Musculoskeletal, and Neurological. There are radio buttons for 'Conducted', 'Not Conducted', or 'Under Investigation' for Genital Exam and LAB. The 'Assessment' section has a radio button for 'Apparently free from communicable disease' and a 'Handicaps?' section. The 'Plans/Recommendations' section has checkboxes for Psychotropic Medications, Other Medications, Referral within DJJ, Ophthalmology, Dental, ENT, PT/OT, Dermatology, Orthopedics, Neurology, Cardiology, Nephrology, Surgery, Diagnostic tests, X-ray, EKG, Lab/di, Other, Prosthetic device or equipment, Immunizations, and Records from schools, etc. 'Save', 'Close', and 'Last Updated' buttons are at the bottom.

1. Select **Normal** or **Abnormal** for (i) **Pulmonary**, (ii) **Cardiovascular**, (iii) **Chest**, (iv) **Abdomen**, (v) **Musculoskeletal**, (vi) **Neurological**, and (vii) **Breast Exam for females (if indicated)**.
2. **Genital Exam**
 - a. Select **Conducted**, **Not Conducted**, or **Under Investigation**.
3. **LAB**
 - a. Select **Conducted**, **Not Conducted**, or **Under Investigation**.
- ii. **Assessment**
 1. Select **Yes** or **No** for (i) **Apparently Free from communicable disease** and (ii) **Handicaps**.
- iii. **Plans/Recommendations**
 1. (i) Click all the **Plans/Recommendations** options that apply to the juvenile. If a checkmark is placed in **Referral within DJJ**, **Referral outside of DJJ**, and/or **Diagnostic tests**, click all the specific options that apply to the juvenile. (ii) Select the **Immunizations** from the drop-down menu.
- c. **Save Button**
 - i. Click the **Save** button to save the inputted information.
- d. **Close Button**
 - i. Click the **Close** button and you will return to the Juvenile Profile screen.
- e. **Last Updated**
 - i. The **Last Updated** field will auto-populate the date the report was last updated.

9. Psychological Information



From the Psychological Information screen, you can access information about the juvenile, such as special considerations, substance use, substance abuse, psychotropic medication, history of assault, history of victimization, intellectual functioning, and significant symptoms.

The Psychological Information screen consists of the *Risks and Needs*, *Substance Abuse*, *Psychotropic Meds/Assault History*, and *Functionality Information* tabs.

a. Risks and Needs Tab

- i. This tab consists of the juvenile's special considerations and substance use.

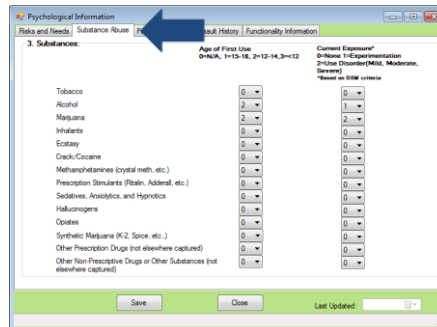
1. If you want to show 2015 expired fields, click the **Show 2015 Expired fields** checkbox, and two additional tabs will appear, the *Expired 2015*, and *Expired Brain Injury History* tabs.

-  Refer to the [Expired 2015](#) section for instructions on how to navigate the *Expired 2015* tab.
-  Refer to the [Expired Brain Injury](#) section for instructions on how to navigate the *Expired Brain Injury* tab.

2. Click all the (i) **Special Considerations** and (ii) **Substance Use*** options that apply to the juvenile.

b. **Substance Abuse Tab**

- i. This tab consists of the juvenile's substances, age of first use, and current exposure.

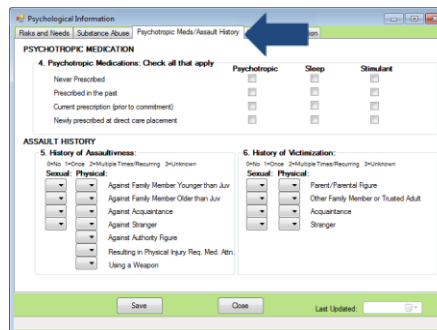


1. **Substances**

- a. Select the **Age of First Use** and **Current Exposure*** for the (i) **Tobacco**, (ii) **Alcohol**, (iii) **Marijuana**, (iv) **Inhalants**, (v) **Ecstasy**, (vi) **Crack/Cocaine**, (vii) **Methamphetamines (crystal meth, etc.)**, (viii) **Prescription Stimulants (Ritalin, Adderall, etc.)**, (ix) **Sedatives, Anxiolytics, and Hypnotics**, (x) **Hallucinogens**, (xi) **Opiates**, (xii) **Synthetic Marijuana (K-2, Spice, etc.)**, (xiii) **Other Prescription Drugs (not elsewhere captured)**, and (xiv) **Other Non-Prescription Drugs or Other Substance (not elsewhere captured)** from the drop-down menus.

c. **Psychotropic Meds/Assault History Tab**

- i. This tab consists of the juvenile's psychotropic medications, assault history, and history of victimization.



1. **Psychotropic Medications: Check all that apply**

- a. Click **Psychotropic**, **Sleep**, and/or **Stimulant**, for the (i) **Never Prescribed**, (ii) **Prescribed in the past**, (iii) **Current prescription (prior to commitment)**, and (iv) **Newly prescribed at direct care placement** checkboxes, if applicable.

2. **History of Assaultivness**

- a. Select the juvenile's history of assault(s) **Against Family Member younger than Juv** (i) **Sexual** and (ii) **Physical**, **Against Family Member Older than Juv** (iii) **Sexual** and (iv) **Physical**, **Against Acquaintance** (v) **Sexual** and (vi) **Physical**, **Against Stranger** (vii) **Sexual** and (viii) **Physical**, **Against Authority Figure** (ix) **Physical, Resulting in Physical Injury Req. Med. Attn.** (x) **Physical**, and **Using a Weapon** (xi) **Physical** from the drop-down menus.

3. **History of Victimization**

- a. Select the juvenile's history of victimization by a **Parent/Parental Figure** (i) **Sexual** and (ii) **Physical**, **Other Family Member or Trusted Adult** (iii) **Sexual** and (iv) **Physical**, **Acquaintance** (v) **Sexual** and (vi) **Physical**, and **Stranger** (vii) **Sexual** and (viii) **Physical** from the drop-down menus.

d. **Functionality Information Tab**

- i. This tab consists of the juvenile's intellectual functioning, and significant symptoms.

The **Significant Symptoms of** refers to the disorders identified in the diagnostic and statistical manual of mental disorders (DSM-V).

1. **Intellectual Functioning**

- a. (i) Select the **Testing Instrument** from the drop-down menu and (ii) enter the **FSIQ** into the textbox.

2. **Significant Symptoms of**

- a. Click all the **Significant Symptoms of** DSM-V disorder options that apply to the juvenile.

3. **Trauma Symptom Checklist for Children: (adolescents through age 16)**

- a. Select if the juvenile's trauma symptom checklist was **Not Administered**, **Valid**, or **Invalid**.

e. **Expired 2015 Tab**

- i. This tab consists of the juvenile's personality/behavior, attitudes/orientation, special considerations, substances, and intellectual functioning.

The **Expired 2015** tab should **ONLY** be viewed and not edited.

1. **Personality/Behavior**

- a. If the juvenile has any personality and/or behavioral issues, a checkmark will be placed in one or more of the **Personality/Behavior** checkbox(es).

2. **Attitudes/Orientation**

- a. If the juvenile has any problem attitudes and/or orientations, a checkmark will be placed in one or more of the **Attitudes/Orientation** checkbox(es).

3. **Special Considerations**

- a. If the juvenile has any special considerations, a checkmark will be placed in one or more of the **Special Considerations** checkbox(es).

4. **Substances**

- a. The **Age of First Use** and **Current Exposure** will be selected from the drop-down menus for **Crack**.

5. **Intellectual Functioning**

- a. The intellectual functioning score will be entered in the **VIQ**, **VCI**, **WMI/FDI**, **PIQ**, **PSI**, and **PRI/POI** textboxes.

f. **Expired Brain Injury History Tab**

- i. This tab consists of the juvenile's neuropsychological tests, medical record review, and neuropsychological functioning.

1. **Neuropsychological Tests**

- a. The data codes for the **Symbol Digit Modalities Test**, **Trial Making Test – Adult (age 15+)**, **Trial Making Test – Children's (age < 15)**, **Rey-Osterrieth Complex Figure Test**, and **Rey Auditory Verbal Learning Test** textboxes will be entered.

2. **Medical Record Review**

- a. The **Incidents of hypoxia (near drowning, choking, etc.)**, **Prenatal drug or alcohol exposure**, **Other perinatal trauma**, and **History of seizure/seizure disorder** will be selected from the drop-down menus.

3. **Neuropsychological Functioning**

- a. The **Testing indicators suggestive of brain damage** and **Based on available information, examiner suspects possibility of brain damage** will be selected from the drop-down menus.

g. **Save Button**

- i. Click the **Save** button to save the inputted information.

h. **Close Button**

- i. Click the **Close** button and you will return to the Juvenile Profile screen.

i. **Last Updated**

- i. The **Last Updated** field will auto-populate the date the report was last updated.

10. **Social History Information**

From the Social History screen, you can access information about the juvenile, such as living situations, mental health/substance abuse treatment services, family history, special population, and the substance abuse subtle screening inventory (SASSI).

The Social History screen consists of the *Page 1* and *Page 2* tabs.

a. **Page 1 Tab**

- i. This tab consists of the juvenile's living situations and mental health/substance abuse treatment services.

1. **Living Situations**
 - a. (i) Click ONE of the juvenile's **Living Situation Immediately Prior to Detention/Incarceration (Check ONE)** options and (ii) click all the **Prior Living Situation (Check all that apply)** options that apply to the juvenile.
2. **Mental Health/Substance Abuse (MH/SA) Treatment Services**
 - a. If the juvenile has had inpatient/residential treatment, enter the number of **Inpatient/Residential Treatment (Number of Placements)** for (i) **Psychiatric Placement**, (ii) **Residential Treatment Facility (not primarily substance abuse)**, (iii) **Substance Abuse Treatment Facility**, and (iv) **Therapeutic Foster Care** textboxes, and (v) click all the **Outpatient MH/SA Services (Check all that apply)** options that apply to the juvenile.
- b. **Page 2 Tab**
 - i. This tab consists of the juvenile's family history, special population, and the Substance Abuse Subtle Screening Inventory (SASSI).

1. **Family History**
 - a. For **Indicate Applicable Parent History**, select (i) **Domestic violence (perpetrator)**, (ii) **Criminal Activity**, (iii) **Incarceration**, (iv) **Substance Abuse**, (v) **Psychiatric Hospital**, (vi) **Outpatient Mental Health**, (vii) **Abandonment/Rejection**, and (viii) **Death** from the drop-down menus, and (ix) click the **Yes** or **No** checkbox for **Sibling Criminal Activity**.
2. **Special Population**
 - a. Click all the (i) **Socio-Economic Status**, (ii) **Juvenile Parenting Status**, and (iii) **Migratory Worker** options that apply to the juvenile, and (iv) click the **Yes** or **No** checkbox for **Is English the resident's native language**.
3. **SASSI**
 - a. (i) Select the **Indicate S/A Category** from the drop-down menu and (ii) click the **Save** button.
- c. **Close Button**
 - i. Click the **Close** button and you will return to the Juvenile Profile screen.
- d. **Last Updated**
 - i. The **Last Updated** field will auto-populate the date the report was last updated.

11. Youth Level of Service (YLS/CMI)

From the Youth Level of Service screen, you can access information about the juvenile, such as prior and current offenses/dispositions, family circumstances/parenting, education/employment, peer relations, substance abuse, leisure/recreation, personality/behavior, and attitudes/orientation.

The Youth Level of Service screen consists of the *Page 1* and *Page 2* tabs.

a. Date Completed

- i. The **Date Completed** will auto-populate the date the Youth Level of Service screen was opened. If you would like to change the date, select the **Date Completed** from the calendar screen.

b. Page 1 Tab

- i. This tab consists of the juvenile's prior and current offenses/dispositions, family circumstances and parenting, education and employment, and peer relations information.

1. Click all the (i) **Prior and Current Offenses/Dispositions**, (ii) **Family Circumstances/Parenting**, (iii) **Education/Employment**, and (iv) **Peer Relations** options that apply to the juvenile. If the area is a protective factor for the juvenile, click the **Strength** checkboxes.

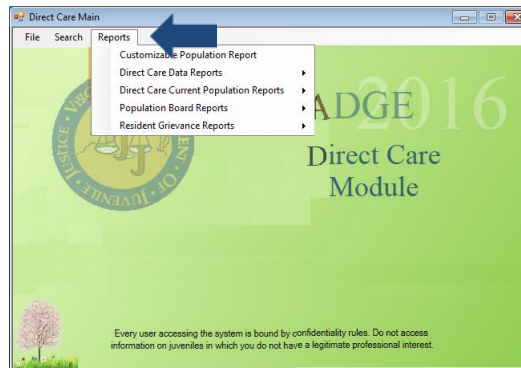
c. Page 2 Tab

- i. This tab consists of the juvenile's substance abuse, leisure and recreation, personality and behavior, and attitudes and orientation.

1. Click all the (i) **Substance Abuse**, (ii) **Leisure/Recreation**, (iii) **Personality/Behavior**, and (iv) **Attitudes/Orientation** options that apply to the juvenile. If the area is a protective factor for the juvenile, click the **Strength** checkboxes. The **Total Score** and **Overall Risk Level** fields will auto-populate based on the fields selected from the *Page 1* and *Page 2* tabs.
- d. **Save Button**
 - i. Click the **Save** button to save the inputted information.
- e. **Close Button**
 - i. Click the **Close** button and you will return to the *Juvenile Profile* screen.

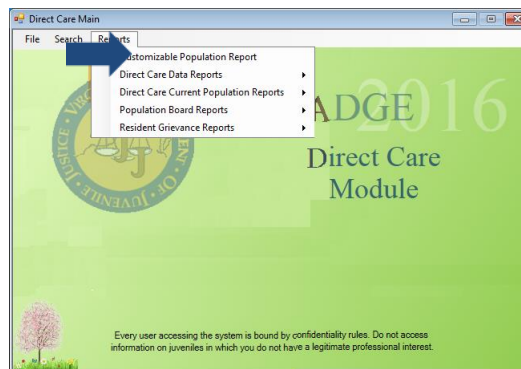
Reports

This menu provides users with various reports on different levels. From the Direct Care Main screen, click the **Reports** menu.



1. Customizable Population Report

The **Customizable Population Report** can be exported into Excel.



- a. The Customizable Current Direct Care Population Report screen allows you to create a population report based on selected search criteria. Select the **Customizable Population Report** option from the drop-down menu and the Customizable Current Direct Care Population Report screen will appear.

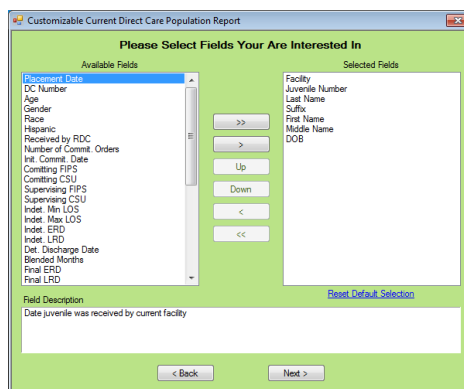
The search criteria found on this screen can be used independently or in conjunction with each other.

The Customizable Current Direct Care Population Report screen consists of fourteen search criteria.

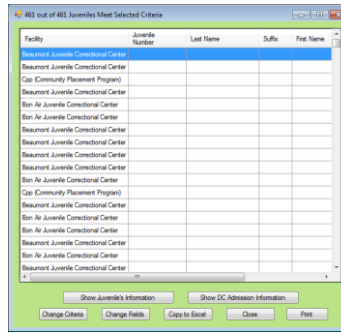
i. Correctional Facility

1. **All** will be selected automatically. (i) Deselect **All** in order to search by a **Correctional Facility**, (ii) select **JCCs**, **Private Providers**, or **Customize** in order to filter the options listed under **Correctional Facility**, and (iii) select one or more **Correctional Facility** options.

- ii. **Housing Unit**
 1. **All** will be selected automatically. (i) Deselect **All** in order to search by a **Housing Unit** (if applicable) and (ii) select the one or more **Housing Unit** options.
- iii. **Custody Classification**
 1. **All** will be selected automatically. (i) Deselect **All** in order to search by a specific **Custody Classification** and (ii) select one or more **Custody Classification** options.
- iv. **Offender Type**
 1. **All** will be selected automatically. (i) Deselect **All** in order to search by a specific **Offender Type**, and (ii) select the **Offender Type**.
- v. **Supervising CSU/FIPS**
 1. **All** will be selected automatically. (i) Deselect **All** in order to search by a specific **CSU or FIPS** and (ii) select the name of the supervising CSU or FIPS from the drop-down menu.
- vi. **Genetic Sex**
 1. **All** will be selected automatically. (i) Deselect **All** in order to select a specific **Genetic Sex** and (ii) select **Male** or **Female**.
- vii. **Committed by CSU/FIPS**
 1. **All** will be selected automatically. (i) Deselect **All** in order to search by a specific **CSU or FIPS** and (ii) select the name of the committed by CSU or FIPS from the drop-down menu.
- viii. **Age**
 1. **All** will be selected automatically. (i) Deselect **All** in order to search by a specific age range and (ii) type the age range into the two textboxes.
- ix. **Treatment Needs Assigned**
 1. You can search by **Treatment Needs Assigned** by (i) selecting **Sex Offender**, **Substance Abuse**, and/or **Aggression Management** and (ii) select the appropriate option(s) from the drop-down menu(s).
- x. **Committed by Court Type**
 1. **All** will be selected automatically. (i) Deselect **All** in order to search by a specific **Committed by Court Type** and (ii) select the **Committed by Court Type**.
- xi. If you would like to only search for juveniles with an indeterminate commitment, click the **Juveniles that have indeterminate commitments only** checkbox.
- xii. If you would like to search for juveniles with a determinate commitment, click the **Juveniles that have a determinate sentence** checkbox.
- xiii. If you would like to search for juveniles with a blended sentence, click the **Juveniles that have a blended sentence** checkbox.
- xiv. If you would like to search juveniles that are within a specific number of days of their final early release date, (i) click the **Within X Days of Final Early Release Date** checkbox, and **90** will appear in the textbox, and (ii) change the 90 to the number of days the appropriate number (if applicable).
- xv. **Time Served (months)**
 1. **All** will be selected automatically. (i) Deselect **All** in order to search for a specific time served (in months) range and (ii) type the **Time Served (months)** range in the two textboxes.
- xvi. **Close Button**
 1. Click the **Close** button and you will return to the *Direct Care Main* screen.
- xvii. **Next > Button**
 1. After selecting the appropriate search criteria, (i) click the **Next >** button and the *Customizable Current Direct Care Population Report* screen will appear with the **Please Select Fields in Which You Are Interested** section.



- a. **Available Fields**
 - i. (i) Select an option under the **Available Fields** box, and the row be highlighted in *blue*, (ii) click the Move Selected (>) button, and the selected option will move under the **Selected Fields** box. Repeat the steps as many times as necessary until all of the needed options are listed under the **Selected Fields** box.
 - b. **Selected Fields**
 - i. The default **Selected Fields** will list **Facility, Juvenile Number, Last Name, Suffix, First Name, Middle Name, and DOB.**
 - c. **Field Description**
 - i. Select an option under the **Available Fields** box, and the row will be highlighted in *blue*, and a brief description of the selected option will appear in the **Field Description** box.
 - d. **Move All (>>) Button**
 - i. Click the Move All (>>) button and all of the options listed under the **Available Fields** will move under the **Selected Fields** box.
 - e. **Up Button**
 - i. (i) Select an option under the **Selected Fields** box, and the row will be highlighted in *blue*, (ii) click the **Up** button, and the selected option will move up the list.
 - f. **Down Button**
 - i. (i) Select an option under the **Selected Fields** box, and the row will be highlighted in *blue*, (ii) click the **Down** button, and the selected option will move down the list.
 - g. **Move Selected (<) Button**
 - i. (i) Select an option under the **Selected Fields** box, and the row will be highlighted in *blue*, (ii) click Move Selected (<) button, and the selection option will be removed from your **Selected Fields** box.
 - h. **Move All (<<) Button**
 - i. Click the Move All (<<) button and all of the options listed under the **Selected Fields** box will move under the **Available Fields** box.
 - i. **Reset Default Selection Hyperlink**
 - i. Click the **Reset Default Selection** hyperlink and the **Available Fields** and **Selected Fields** sections will reset.
 - j. **Back Button**
 - i. Click the **Back** button and you will return to the Customizable Current Direct Care Population Report screen.
2. **Next Button**
 - a. Click the **Next** button and the Juveniles Meet Selected Criteria screen will appear.




i. **Show Juvenile's Information Button**

1. (i) Select a search result, and the row will be highlighted in *blue*, (ii) click the **Show Juvenile's Information** button, and the Juvenile Information screen will appear.

 Refer to the [Juvenile & Adult Information Screens User Manual](#) for instructions on how to navigate the Juvenile Information screen.


ii. **Show DC Admission Information Button**

1. (i) Select a search result, and the row will be highlighted in *blue*, (ii) click the **Show Juvenile's Information** button, and the DC Admission History screen will appear.

 Refer to the [DC Admission History](#) section for instructions on how to navigate the DC Admission History screen.

iii. **Change Criteria Button**

1. Click the **Change Criteria** button and you will return to the Customizable Current Direct Care Population Report screen.

 Refer to the [Customizable Current Direct Care Population Report](#) section for instructions on how to navigate the Customizable Current Direct Care Population Report screen.

iv. **Change Fields Button**

1. Click the **Change Fields** button and you will return to the Please Select Fields Your Are Interested In screen.

 Refer to the [Please Select Fields Your Are Interested In](#) section for instructions on how to navigate the Please Select Fields Your Are Interested In screen.

v. **Copy to Excel Button**

1. (i) Click the **Copy to Excel** button, (ii) open Microsoft Excel, (iii) click the **Paste** button OR press **CTRL + V**, and the information from the Juveniles Meet Selected Criteria screen will copy onto the excel sheet.

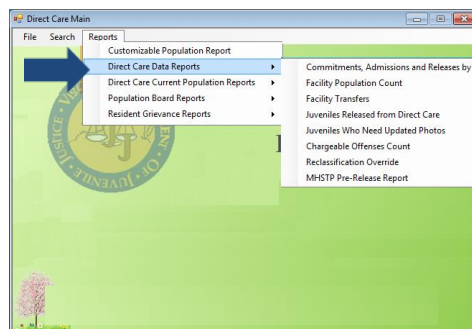
vi. **Close button**

1. Click the **Close** button and you will return to the Direct Care Main screen.

vii. **Print button**

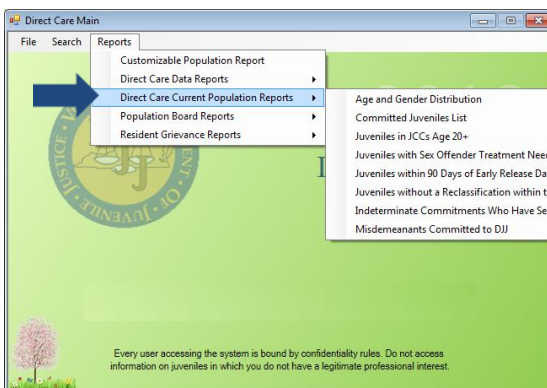
1. The **Customizable Population Report Data** lists the criteria selected on the Please Select Fields Your Are Interested In screen. Click the **Print** button and the completed report will appear.

2. Direct Care Data Reports



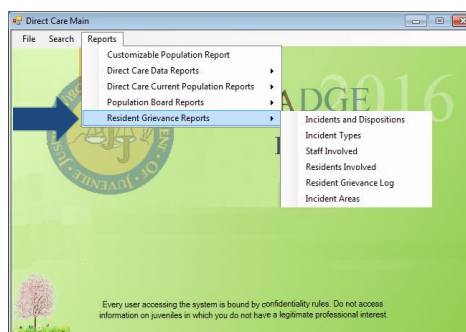
- a. **Commitments, Admissions and Releases by Fiscal Year**
 - i. The **Commitments to DJJ, Admissions to RDC and Releases from JCC by Fiscal Year** lists the number of DJJ commitments, RDC admissions, and JCC releases by fiscal year. (i) Click the **Direct Care Data Reports** menu, (ii) select the **Commitments, Admissions and Releases by Fiscal Year** option from the drop-down menu, and the report will appear.
- b. **Facility Population Count**
 - i. The **Facility Population Count** lists the population count by facility by genetic sex for a specific date. (i) Click the **Direct Care Data Reports** menu, (ii) select the **Facility Population Count** option from drop-down menu, and the Facility Population Report screen will appear, (iii) select the **Report Date** from the calendar screen, (iv) click the **Generate** button, and the report will appear.
- c. **Facility Transfers**
 - i. The **Facility Transfers** lists the juvenile number, name, date of birth, Social Security Number, and the transferred date and location. (i) Click the **Direct Care Data Reports** menu, (ii) select the **Facility Transfers** option from the drop-down menu, and the Facility Transfer Report screen will appear, (iii) select the facility from the **For** drop-down menu, select the appropriate dates in the (iv) **From** and (v) **To** calendar screens, (vi) click the **Generate** button, and the report will appear.
- d. **Juveniles Released from Direct Care**
 - i. The **Juveniles Released From Direct Care** lists the juvenile number, name, date of birth, Social Security Number, and the released date and reason. (i) Click the **Direct Care Data Reports** menu, (ii) select the **Juveniles Released from Direct Care** option from the drop-down menu, and the Juveniles Released from Direct Care screen will appear, (iii) select the facility from the **For** drop-down menu, select the appropriate dates in the (iv) **From** and (v) **To** calendar screens, (vi) click the **Generate** button, and the report will appear.
- e. **Juveniles Who Need Updated Photos**
 - i. The **Committed Juveniles Who Need to Have Photographs Taken** lists the juvenile number, name, and lists when the most recent photo is taken (if applicable) by facility. (i) Click the **Direct Care Data Reports** menu, (ii) select the **Juveniles Who Need Updated Photos** option from the drop-down menu, and the report will appear.
- f. **Chargeable Offenses Count**
 - i. The **Chargeable Offenses Count** lists the description and count of the major and moderate violations. (i) Click the **Direct Care Data Reports** menu, (ii) select the **Chargeable Offenses Count** option from the drop-down menu, and the Chargeable Offenses Count screen will appear, (iii) select the facility from the **For** drop-down menu, select the appropriate dates in the (iv) **From** and (v) **To** calendar screens, (vi) click the **Generate** button, and the report will appear.
- g. **Reclassification Override**
 - i. The **Reclassification Override** lists the count of each override type by level, along with the totals for each. (i) Click the **Direct Care Data Reports** menu, (ii) select the **Reclassification Override** option from the drop-down menu, and the report will appear.
- h. **MHSTP Pre-Released Report**
 - i. The **MHSTP Case Planning Pre-Release Meeting Report** lists the juvenile number, name, MHSTP alert(s), early release date, JCC release date (if applicable), MHSTP due date, review status, and the date of the last and next review. (i) Click the **Direct Care Data Reports** menu, (ii) select the **MHSTP Pre-Released Report** option from the drop-down menu, and the MHSTP Pre-Released Report screen will appear, (iii) select the facility from the **For** drop-down menu, and (iv) click the **Generate** button.

3. Direct Care Current Population Reports



- i. **Age and Gender Distribution**
 - i. The **Age and Gender Distribution by Juvenile Correctional Facilities** lists the number of juveniles by age and genetic sex within each facility. (i) Click the **Direct Care Current Population Reports** menu, (ii) select the **Age and Gender Distribution** option from the drop-down menu, and the report will appear.
- j. **Committed Juveniles List**
 - i. The **Current Population** lists the juvenile number, name, race, genetic sex, date of birth, age, the received by RDC and arrived at JCC dates, number of months at a JCC, and the assigned housing unit. (i) Click the **Direct Care Current Population Reports** menu, (ii) select the **Committee Juveniles List** option from the drop-down menu, and the List of Committee Juveniles screen will appear, (iii) select the facility from the **For** drop-down menu, and the **From** and **To** fields will not be accessible, (iv) click the **Generate** button, and the report will appear.
- k. **Juveniles in JCCs Age 20+**
 - i. The **Juveniles in JCC Age 20+** lists the juvenile number, name, date of birth, age, genetic sex, FIPS, commitment date, early and late release dates, offender type, and treatment needs information by facility. (i) Click the **Direct Care Current Population Reports** menu, (ii) select the **Juveniles in JCCs Age 20+** option from the drop-down menu, and the report will appear.
- l. **Juveniles with Sex Offender Treatment Needs**
 - i. The **Juveniles with Sex Offender Treatment Needs** lists the juvenile number, DC number, name, age, genetic sex, FIPS, commitment date, early and late release dates, classification level, offender type, treatment needs information, and the number of months served by facility. (i) Click the **Direct Care Current Population Reports** menu, (ii) select the **Juveniles with Sex Offender Treatment Needs** option from the drop-down menu, and the report will appear.
- m. **Juveniles within 90 Days of Early Release Date**
 - i. The **Juveniles within 90 Days of Early Release Date** lists the juvenile number, DC number, name, age, FIPS, commitment date, early and late release dates, offender type, classification level, treatment needs information, and the number of months served by facility. (i) Click the **Direct Care Current Population Reports** menu, (ii) select the **Juveniles within 90 Days of Early Release Date**, and the report will appear.
- n. **Juveniles without a Reclassification within the Last 6 Months (list)**
 - i. The **Juveniles without a Reclassification within the last 6 Months** lists the juvenile number, name, date of birth, genetic sex, commitment date, assessment date, and number of days. (i) Click the **Direct Care Current Population Reports** menu, (ii) select the **Juveniles without a Reclassification within the Last 6 Months (list)** option from the drop-down menu, and the report will appear.

- o. **Indeterminate Commitments Who Have Served 15 Months or More**
 - i. The **Indeterminate Commitments Who Have Served 15 Months or More** lists the juvenile number, DC number, name, age, genetic sex, FIPS, commitment date, early and late release date, treatment needs information, and the number of months served by facility. (i) Click the **Direct Care Current Population Reports** menu, (ii) select the **Indeterminate Commitments Who Have Served 15 Months or More** option from the drop-down menu, and the report will appear.
 - p. **Misdemeanants Committed to DJJ**
 - i. The **Misdemeanants Committed to DJJ** lists the juvenile number, DC number, name, date of birth, age, genetic sex, FIPS, commitment date, early and late release dates, offender type, and treatment needs information. (i) Click the **Direct Care Current Population Reports** menu, (ii) select the **Misdemeanants Committed to DJJ** option from the drop-down menu, and the report will appear.
4. **Resident Grievance Reports**



- q. **Incidents and Dispositions**
 - i. The **Incidents and Dispositions** lists the incident class, substantiated, unsubstantiated, referred, unfounded withdrawn pending and total for the complaint, emergency grievance, grievance request, and facility total. (i) Click the **Resident Grievance Reports** menu, (ii) select the **Incidents and Dispositions** option from the drop-down menu, (iii) select the **Facility** from the drop-down menu, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (v) click the **Generate Report** button, and the report will appear.
- r. **Incident Types**
 - i. The **Incident Types** lists grievance area, the request, and the month and year. (i) Click the **Resident Grievance Reports** menu, (ii) select the **Incident Types** option from the drop-down menu, (iii) select the **Facility** from the drop-down menu, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (v) click the **Generate Report** button, and the report will appear.
- s. **Staff Involved**
 - i. The **Staff Involved** lists grievance area, the housing unit, staff name, tracking number, incident date, incident class, incident area, disposition, resident response, and if the grievance was appealed. (i) Click the **Resident Grievance Reports** menu, (ii) select the **Incident Types** option from the drop-down menu, (iii) select the **Facility** from the drop-down menu, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (v) click the **Generate Report** button, and the report will appear.
- t. **Residents Involved**
 - i. The **Residents Involved** lists the resident name, tracking number, incident date, housing unit, incident class, incident area, incident disposition, resident response, and if the grievance was appealed. (i) Click the **Resident Grievance Reports** menu, (ii) select the **Incident Types** option from the drop-down menu, (iii) select the **Facility** from the drop-down menu, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (v) click the **Generate Report** button, and the report will appear.
- u. **Resident Grievance Log**
 - i. The **Staff Involved** lists grievance area, the housing unit, staff name, tracking number, incident date, incident class, incident area, disposition, resident response, and if the

grievance was appealed. (i) Click the **Resident Grievance Reports** menu, (ii) select the **Incident Types** option from the drop-down menu, (iii) select the **Facility** from the drop-down menu, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (v) click the **Generate Report** button, and the report will appear.

v. Incident Areas

- i. The **Incident Areas** lists the tracking number, resident name, juvenile number, incident class, and incident disposition. (i) Click the **Resident Grievance Reports** menu, (ii) select the **Incident Areas** option from the drop-down menu, select the (iii) **Facility** and (iv) **Incident Area** from the drop-down menus, select the (v) **Start Date** and (vi) **End Date** from the calendar screens, (vii) click the **Generate Report** button, and the report will appear.

Document Revisions

Revision Date	Revised Item	Revision Details
October 24, 2018	DC Forms Visitation	Visit Purpose and Used DJJ Transportation Checkbox were added to the <i>Visitor Log</i> tab on the <i>Visitation</i> screen. Natural Support and Extended Family have been added and Special Visitor has been expired from the Visitor Type on the <i>Add Visitor</i> screen.
January 15, 2019	BADGE Home Screen	BADGE Home Screen has added the Non – JTS Modules Menu.
January 30, 2019	Find Juvenile Screen - Advance Search	The Find Juvenile screen has been updated and added the ability to search for a juvenile by an Alias previously recorded in BADGE. In addition, clarification was added to two other search criteria indicating that (i) the search for alternative spellings only applies to the first name field and (ii) the search for a phone applies to a home, work, or cell phone.
March 28, 2018	DC Forms – Comprehensive Discharge Summary	The Comprehensive Discharge Summary form was added under the DC Forms Button located on the DC Admission Screen.
April 1, 2019	Residential Transfer Screen	Residential Transfer screen has been updated to resemble the Residential Transfer forms.
April 1, 2019	Indeterminate Commitments Who Have Served 15 Months or More Report	The Indeterminate Commitments Who Have Served 15 Months or More report was added to the Direct Care Current Population Reports.
April 1, 2019	Major Offenders Who Have Served 30 Months or More Report	The Major Offenders Who Have Served 30 Months or More report was expired.
July 23, 2019	Admission Movement Button - Offsite Movement Information Tab	Approval Start Date and Approval End Date fields have been added for when “Educational Program” or “Work Program” are chosen as the Offsite Movement Reason.

